

**INCOMPLETE GRADE CONTRACT (Undergraduate)**

To be used when an advanced deadline will apply; when incomplete work will be reviewed later by a faculty member, or in other unusual circumstances where clarity is needed. **Form must be retained in academic unit files of instructor and academic department.**

An incomplete (“I”) grade may be granted **only when all of the following conditions apply:**

- A. A student has encountered extenuating circumstances that do not permit him/her to complete the course.
- B. The student must be earning a passing grade at the time the incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
- C. The student does not have to repeat the course to meet the requirements.
- D. The instructor must agree to grant an incomplete grade.
- E. The instructor and student must agree on a plan to complete the coursework as evidenced by the Incomplete Grade Contract.
- F. The coursework must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs/Provost or their designee
- G. If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, RS, RU, or U.
- H. If the student does not complete the course within the specified time, the grade assigned will be F (Failure) or U (Unsatisfactory) or RU (Remedial Unsatisfactory).

\_\_\_\_\_  
**Student ID #**

\_\_\_\_\_  
**Print Student Name**

\_\_\_\_\_  
**Student Mines Email Address**

**Requested Term/Year:** \_\_\_\_\_

Prefix	Department	CRN #	Section #	# of Credits

<b>University Deadline</b>	Students submit work to instructor within one semester.	Instructor reports grade to Registrar’s Office one week later via Change of Grade Form.
<b>Special Deadline for student</b> (if beyond University Deadline) Must be signed by Provost	Student submits work to instructor by _____	Instructor reports grade to Registrar’s Office one week later via Change of Grade Form.

Please list the remaining requirements below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Once the remaining requirements have been met, a signed Change of Grade form must be submitted to the Registrar's Office by the instructor. Please contact the Registrar's Office for a copy of the form.**

Other pertinent information to consider in absence of original instructor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Instructor

\_\_\_\_\_

Date

\_\_\_\_\_

Provost or Designee (deadline extension only)

\_\_\_\_\_

Date