



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

University Deadline	Students submit work to instructor within one semester.	Instructor reports grade to Registrar’s Office one week later via Change of Grade Form.
Special Deadline for student (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