

## INCOMPLETE GRADE POLICY/CONTRACT

To designate student's work in a course as incomplete at the end of the term, instructors will use the Incomplete grade (X). Students may receive this grade, however, only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed a majority of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the student and faculty signature. The faculty member will record an Incomplete (X) on the end-of-the-semester grade sheet.

The Incomplete Grade Completion Contract cites the reason(s) for the Incomplete and details the specific obligations the student must meet to change the Incomplete to a letter grade. If students agree to complete required work prior to the normal deadline for making up an Incomplete – the end of the subsequent semester – this date must appear in the contract. The dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the Faculty Senate approves an extension, if the student does not fulfill contract obligations in the allotted time, the Incomplete grade automatically becomes an F.

This policy does not apply to students who have filled an application for graduation.

---

To request an Incomplete Grade(s), complete this form. PLEASE TYPE. Attach any additional documentation needed.

Student's Name \_\_\_\_\_

Course number and title \_\_\_\_\_

Semester/term course taught \_\_\_\_\_

Reasons for Incomplete Grade \_\_\_\_\_

Specific requirements to be completed \_\_\_\_\_

Date for completion of requirements \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies: (1) Student (2) Instructor (3) Dean