# **Incomplete Grade Policy and Contract**

To designate student’s work in a course as Incomplete at the end of the term, instructors will use the Incomplete grade (I). 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. This policy does not apply to students who will be graduating in the term in which the Incomplete grade is given.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete. If agreeable, the faculty will then complete the Incomplete Grade Completion Contract, which requires the student and faculty signature. The faculty member will record an Incomplete (I) on the end-of-the-semester grade roster.

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, or earlier, by agreement. Unless the Dean approves an extension, if the student does not fulfill contract obligations in the allotted time, the Incomplete grade automatically becomes an “F”.

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| Student Name:  | NUID:  |

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| --- | --- |
| Course Number and Name:  | Semester:  |

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| --- | --- |
| Faculty Name:  | School:  |

Reason for Incomplete Grade

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Specific requirements to be completed

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Date for completion of requirements:

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Student Signature Date

(If not available, include email documentation of request and agreement.)

Instructor Signature Date

Dean Signature Date

Instructions: Following Dean signature, a copy of the form will be sent to the student and faculty member. If applicable, Dean or faculty member will contact Distance Education to make arrangements for course shell. When the requirements are completed, the faculty member will complete a change of grade form for the student.