# INSTRUCTOR & STUDENT INCOMPLETE CONTRACT

**Instructions:** Fill out this form, and print it using the print option in your web browser. In addition to giving a copy to the student and retaining an instructor copy, also send a copy to the Dean's office over the course. Although the "I" grade is not initially computed as an "F" grade in the student's GPA, it will be changed to an "F" by the Registrars Office after one year if the grade is not previously changed by the instructor. When the required work is completed, send a Grade Change Form to the Registrars Office and the change noted on any instructor or departmental records. Review Policy 5-14 for additional details.

Student Name: _____ Student I.D. #: _____
First MI Last

Instructor Name: _____ Term & Year: _____

Course Abbreviation: _____ Section #: _____

Course Title: _____

List the assignments, tasks, work required for the student to complete the course:

Due date for completing the work (one year maximum): _____

Note: If a Grade Change Form is not submitted within the year, the grade will become an “F”.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____