



Incomplete Grade Contract

Name _____ Student ID# _____
 Student Program _____ Instructor _____
 Semester _____ Year _____ Instructor _____
 Course & Section _____ Course Title _____

- Incomplete Grade Contracts must be signed by the student and instructor
 - Then submit to the Registrar's Office before the grade entry deadline.
 - The Registrar's Office will enter the IC grade.
- Upon completion of the assignments, listed on the Incomplete Grade Form,
 - The instructor must submit a Grade Change Form before the deadline date listed on the Incomplete Grade Form.
- The Registrar will enter the grade change
 - Then the Registrar will send out a completion notification email to the student, advisor, division manager, admission counselor, financial aid, and V.A.

In order to complete the requirements for this course, the following assignments must be completed:

If the assignments have not been successfully completed by mid-semester/term _____

The student will receive a grade of _____

Student Signature _____ Date _____

Instructor's Signature _____ Date _____

Registrar's Signature _____ Date _____

Distribution:

- FGID expire date entered Emailed Student, Instructor, and Division Manger