

# INCOMPLETE GRADE CONTRACT

**Incomplete (I) Grade Policy:**

The assignment of an Incomplete (I) grade is reserved for cases of illness, unforeseen circumstances, military assignments, or other verified emergencies that prevent a student from completing a course by the due date. An Incomplete grade may only be issued if the student has completed a substantial portion (more than 50%) of the course work and the work to date has been of passing quality. If warranted, the student should initiate an Incomplete Grade Contract with the instructor, providing appropriate documentation to support the request. If granted, the Incomplete grade will allow a student **a maximum period of 12 weeks (for a semester-long class) or six weeks (for an eight-week or shorter class)** to complete the appropriate course work. The Incomplete Grade Contract must be signed by the student, faculty member, and the Dean of the College. This Grade Contract shall include detailed information regarding what work must be completed, a final deadline for completion of said work (not to exceed the relevant twelve- or six-week period), and the grade to be issued if the work is not completed by the deadline. **Incomplete Grade Contracts are due by the final grade deadline** and must be submitted to the Registrar's Office for processing. A student may not graduate with an outstanding Incomplete grade. Faculty members will submit a Change of Grade Form to the Registrar's Office once the student has met the terms of the Incomplete Grade Contract. If the Incomplete Grade Contract terms are not met, the student will be issued the grade indicated on the Contract.

**TO BE COMPLETED BY STUDENT:**

*This form must be submitted to the instructor prior to the last date of the relevant term.*

HPU ID \_\_\_\_\_ Name: \_\_\_\_\_  
Last First Middle

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**COURSE INFORMATION: (Complete all information)**

CRN/Course Ref. No.  
(e.g. 4295)

Course Alpha and No.  
(e.g. WRI 1050)

Credit Hours  
(e.g. 3)

Part of Term/Session  
(e.g. Fall 8A)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REASON FOR REQUESTING AN INCOMPLETE (appropriate supporting documentation must be attached, attach additional pages as needed)**
**TO BE COMPLETED BY INSTRUCTOR:**

Did the student experience illness, unforeseen circumstances, military assignment, or other verified emergency that prevented them from completing the course?

Yes: \_\_\_\_\_ No - **STOPI** Student does not qualify for an Incomplete grade. Please assign the grade earned.

Did the student provide appropriate documentation to support the request?

Yes: \_\_\_\_\_ No - **STOPI** Student must provide documentation before proceeding with this request.

Did the student complete at least 51% of the required course work?

Yes: \_\_\_\_\_ No - **STOPI** Student does not qualify for an Incomplete grade. Please assign the grade earned.

Is the student's course work completed to date of passing quality?

Yes: \_\_\_\_\_ No - **STOPI** Student does not qualify for an Incomplete grade. Please assign the grade earned.

Description of work to be completed (Attach additional page as needed):

**Final deadline for completion of work (if shorter than maximum time allowed.):** \_\_\_\_\_

(Maximum 6 weeks for an 8 week or shorter class - Maximum 12 weeks for a semester long class)

**Grade to be recorded if terms of this Incomplete Grade Contract are not met:** \_\_\_\_\_

Incomplete will revert to an F if this left blank and a Change of Grade form is not received within 1 week from IGC deadline date.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Digital signatures not accepted, manual signatures only

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Digital signatures not accepted, manual signatures only

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Digital signatures not accepted, manual signatures only