

INCOMPLETE GRADE CONTRACT

- Incomplete (I) grade is reserved for illness, unforeseen circumstances, military assignments, or other verified emergencies that prevent a student from completing a course by the last day of the semester or part of term (8-week course).
- **A student cannot graduate with an outstanding Incomplete grade.** *An Incomplete in the student's final semester will delay the awarding of the degree to the next semester.*
- Student must have completed at least 51% of the course work, and work to date has been of passing quality.
- Student must work with the instructor to determine if an Incomplete is warranted. An IGC is not guaranteed, and is not official without instructor consent and dean approval!
- If instructor approves the IGC, student completes the student section, signs, dates, and submits the IGC and supporting documentation (required) to the instructor **by the last day of the semester or part of term.**
- Instructor signs, dates, and submits the IGC to the dean; the dean signs, dates, and submits the IGC to the Registrar's Office for processing.
- IGC allows a **maximum period of 12 weeks (for a 16-week class) or six weeks (for an eight-week or shorter class)** to complete the appropriate course work.
- IGC must include specific details of work to be completed, deadline for completion (not to exceed the max above), and grade to be issued if IGC terms are not met by deadline.
- Instructor submits a Change of Grade Form to the Registrar's Office to update the grade. If a COGF is not received, grade will revert to grade stipulated on IGC, or to an F if no grade provided.

TO BE COMPLETED BY STUDENT: If hand writing, please print legibly in blue or black ink, then sign and date at the bottom of the form.
This form must be submitted to the instructor by the last date of the relevant semester or part of term.

HPU ID _____ Name: _____
Last/Family
Given/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)
_____	_____	_____	_____

TO BE COMPLETED BY INSTRUCTOR - INSTRUCTOR NAME:

Reason for Incomplete grade:

Description of work to be completed:

Final deadline for completion of work (not more than six weeks for an 8-week or shorter class or 12 weeks for a semester-long class):

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

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____