



Incomplete Grade Contract

Student ID: _____ Student Name: _____

Course Dept/ Number/Section: _____ Course Name: _____

Semester: _____ Year: 20

Deadline for all work assigned (not to exceed one academic semester): _____

Incomplete Criteria

Instructor to initial next to completed criteria:

____ Student has completed 80% of required coursework to receive an "I" (incomplete) grade.

____ Student has a passing grade on completed coursework.

The following material must be attached to the incomplete form:

____ Gradebook of completed work and remaining work to be completed

____ Detailed description of what steps the student is to follow along with contact information, enabling the student or division chair to reach you.

____ Include means by which the students work will be measured: rubrics, answer key, checklist, etc.

Student Section

To be completed by student:

It is my responsibility to complete the above requirements by the deadline specified, if the work is not completed within the timeframe, a grade of "F" will be assigned to the course on the student's permanent East Central College transcript.

Student Signature

Date

Required Signatures

Once coursework is completed, Instructor will submit a change of grade form with updated grade.

Instructor Signature

Date

Dean Signature

Date