

Incomplete Grade Contract

Section A – To be filled in by student (Please print clearly):

Student Name _____ ID # _____
Last/First/Middle

Contact Information (mail, email or phone) _____

Course Prefix and Catalogue # _____ Term/Year _____

Class # _____ Credit Units _____

Course Title _____ Instructor _____

Justification for Incomplete (See attached policy): _____

Section B – To be filled in by the instructor:

1. Assignments required to complete course: _____

2. Value of work yet to be completed in determining final grade*:

If the student receives an A on such work, final grade will be: _____

If the student receives a B on such work, final grade will be: _____

If the student receives a C on such work, final grade will be: _____

If the student receives a D on such work, final grade will be: _____

If the student receives an F on such work, final grade will be: _____

<p>*Graded course options include: A, B, C, D and F. *A-Pass/Fail course options include A, P and F *Pass/Fail course options include only P and F.</p>

3. Date assignments are due (maximum of 1 calendar year): _____

4. Final grade to be awarded if above work is not complete by the due date[‡]: _____

[‡] This option is available if the student is unable to complete the assignments listed in item 1, above, within the time period specified in item 3, above, and the instructor agrees that the student's work without it earned a grade higher than an F. It is the student's responsibility to inform the instructor of this situation before the end of one calendar year and the instructor's responsibility submit an appropriate change of grade form before the end of the calendar year. If no change of grade form is submitted by the end of one calendar year, the Incomplete will automatically be converted to an F, and the student must re-enroll in the course to receive credit.

Section C – Student/Faculty Certifications:

I have read, understand and agree to the attached Incomplete Grade Policy and agree to the conditions for replacing the incomplete grade as described above.

Student Signature[†] _____ Date _____

I agree to grant an Incomplete to the student, based on the justification and conditions specified above. I also certify that I communicated with the above named student and he/she agreed to the policy and the conditions described above.

Instructor Signature[†] _____ Date _____

[†]If student contact is made by the telephone, please check here [], verifying that you read the Incomplete Grade Policy and the contents of this contract to him/her and that he/she acknowledged that he/she understood and agreed to the policy and agreed to the conditions as described above.

Approved: _____
Department Chair Date Department Stamp

CENS IN-PROGRESS/INCOMPLETE GRADE POLICY

Incomplete Policy

If, for circumstances beyond his or her own control, a student is unable to complete coursework in a scheduled course within the term in which he or she is enrolled, and the student is doing otherwise acceptable work, he or she may petition the instructor to receive a grade of I.

If the instructor agrees to assign an incomplete, the student and the instructor must complete a written Incomplete Grade Contract and obtain approval of the department chair. Do not re-enroll in the class.

The original is to be filed in the departmental office, indicating the exact work required to finish the course, with copies kept by the student and the instructor.

The instructor agreeing to the incomplete assumes the responsibility for assisting the student in completing all the remaining work.

This written agreement must also indicate the date by which the student must complete the work, and that date cannot be longer than one calendar year from the end of the term in which the student was enrolled in the course. After one calendar year, any grade of I will automatically be converted to an F unless the instructor submits a change of grade form prior to the end on one calendar year.

After the time for making up the incomplete has elapsed (one calendar year), the student must re-enroll in the course to receive credit. NAU does not use incomplete grades in calculating your grade point average.

When the student completes the coursework, the instructor submits a Change of Grade Form, and, if approved, the grade and academic credit are then entered on the student's permanent record. NAU does not use incomplete grades in calculating your grade point average.

When a student becomes eligible for graduation, if he/she has a grade of I in any courses that aren't required for graduation, he/she may elect to graduate with these I grades as a part of his/her permanent academic record. In such cases, grades of I cannot be changed after graduation by completing the course requirements, nor will the I's revert to the grade listed in the contract.

In-Progress Grade

Normally, a grade of IP is not used for undergraduate courses. Instead, undergraduate research that isn't finished at the end of a term more typically earns a grade of incomplete (I).

The IP grade is used for courses that, by their content and requirements, normally require more time than the term or session for which you are enrolled—such as thesis, independent study, directed reading, and internship. The student must also be making satisfactory progress in the course to receive a grade of IP.