

Incomplete Grade Contract

Student Name: _____ Student ID: _____

Course: _____ Section: _____ Period: _____

School Year: _____ Semester: ☐ 1st (fall) ☐ 2nd (spring)

Teacher Name: _____ Due Date*: _____

*** Incomplete work must be made up no later than the 15th school day of the next semester!**

Any Incomplete not made up by that time (or otherwise changed by the teacher) will be changed to an "F."

Terms of this contract—the student must complete the following work (attach extra page/s if necessary):

Student Signature

Date

Teacher Signature

Date

- (1) Teacher fills out the form.
(2) Teacher and student sign the form (*if student is unavailable, teacher will note that on the student's signature line*).
(3) Teacher provides student with a copy of the contract form.
(4) Teacher submits contract forms by the date that grades are due.
(5) To change an "I" grade, teacher sees Registrar and records the grade in the space below on the original contract. (After the contract completion deadline, any grade not changed by the teacher will be changed to an "F.")

Change grade to: _____

Reason:

☐ Contract has been completed.

☐ Contract has not been completed.

Teacher Signature

Date