



INCOMPLETE GRADE CONTRACT

Term: Fall 20 ____ Spring 20 ____ Summer 20 ____

The grade of “K” shall be recorded for a student only in cases of extraordinary circumstances. This entry is used only in such cases where the instructor and his/her division director have concurred that the incomplete grade is justified. ***A grade of “K” must be completed by the deadline set by the instructor of the course, however, should not exceed a 6-month period.*** In all cases, the “K” must be completed before registering for the next sequential course. The instructor must provide the original contract to the Admissions & Records Office, which specifies what the student must accomplish in order to replace the “K” grade with an A, B, C, D, or F grade. **If the items specified below are NOT accomplished within the prescribed time limit, the course grade will automatically be converted to an F.**

***The original contract will become a part of the student’s academic records file. Schools should also keep a copy for their files.**

To: Admissions & Records Office Today’s Date: _____

From: _____
Instructor (please print)

Program: _____ Instructor Signature: _____

Student name: _____ UIN: _____

Course number and Section: _____

Completion Date: _____
Month/Date/Year

A grade of “K” has been granted to the student identified above for the course identified above. The student must complete the following specific items, to the instructor’s satisfaction, in order to receive a letter grade. Unless otherwise specified, the grade procedure used in the course is in effect.

Items to complete:

School Director: _____ Student signature: _____