Instructor & Student Incomplete Contract

Instructions for the Instructor:

- Complete the form and submit copies to the student, appropriate Dean, and Registrar's Office no later than the third week of the following semester. Retain a copy for your records.
- A Grade Change Form must be submitted by the deadline or the "I" grade will be changed to an "F" or the grade indicated on the Incomplete Final Grade screen in Banner.
- Review Policy 5-14 for guidelines on when to assign an "I" grade.
- If the student is graduating, the deadline to resolve incomplete grades is 30 days after the last day of final exams in their graduating semester.

Student Name : _____ DSU ID #: _____
First MI Last

Instructor Name: _____ Term & Year: _____

Course Abbreviation: _____ Section #: _____

Course Title: _____

List the assignments, tasks, and work required for the student to complete the course:

Due date for completing the work (one year maximum): _____

If a Grade Change Form is not submitted by the due date, the grade will become a _____ or will default to an "F" (Fail).

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Note for Student:

A student who receives an incomplete does not re-register for the class. If the situation requires that the student sign up for the class again, the instructor should give the grade that was earned. Ordinarily, completing the coursework will not require that a student attend class or complete the work by attending class.