

SAU TECH INCOMPLETE GRADE CONTRACT

INSTRUCTOR: _____

STUDENT: _____

COURSE: _____

SECTION: _____

DATE: _____

SEMESTER: _____

- 1) According to college policy, a student has a maximum of eight (8) weeks beyond the end of a semester to complete their coursework, if an "I" is recorded as a final grade. A grade of "I" identifies the student as still enrolled in the course and he/she will receive additional time, due to extenuating circumstances, to complete the course. The student understands that a letter grade of "A, B, C, D (excluding developmental courses) or F" will be assigned. **NO** student may receive a "W" if they receive an "I" for their final grade.

- 2) The instructor shown above, upon the student's request, has signed to give this student additional time to complete course requirements. The date by which all required work must be submitted to the instructor is _____. If the work is not completed by the date shown above, the grade will be changed to an "F". The terms of the agreement are listed below:

I have read the terms of the contract and agree to the requirement(s) set forth by my instructor.

Student Signature

Date

I placed on file in the Office of the Vice Chancellor of Instruction the criteria for the calculation of the final grade for this student.

Approving Instructor Signature

Date

I have received from the approving instructor the criteria for the calculation of the student's final grade and approve of the above terms.

Vice Chancellor of Academics Signature

Date

RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR PREFERABLY WITH YOUR FINAL GRADE ROSTER.