

SOUTHERN UTAH UNIVERSITY
Incomplete Grades

The purpose of this form is to reduce to writing an agreement between an instructor and a student concerning an incomplete (I) grade submitted to the Registrar's Office. An incomplete grade should be granted only if the **student has completed the majority of the course and is passing the class at the time.**

Within one (1) year, as agreed in writing below by both the instructor and the student, the terms of the contract must be completed and letter grade assigned by the instructor. The grade can either be the grade agreed upon by virtue of the contract or the grade earned by making up the incomplete work.

Instructions:

Instructor - Complete this form, sign and obtain the student's signature. Keep a copy for your files. Give a copy to the student, the Registrar's Office, and submit the original to your department. **Upon completion of the contract, submit a change of grade form to the Registrar's Office.** This should not exceed one (1) year from the time the course was originally taken.

Student - You have the time prescribed by this contract to complete the work or accept the grade agreed to by you and your instructor. It is your responsibility to check with the Registrar's Office to be sure the proper grade has been recorded on your permanent record. **It is not required to re-register for this class in order to complete the grade.**

Department - File original contract for future reference.

Registrar - Accept an incomplete (I) only when a contract is submitted. After one (1) year, if a grade change form is not submitted, change the grade to F.

CONTRACT TO REPLACE INCOMPLETE GRADE

To be used to specify a grade to be given if course work is not completed within one (1) calendar year or as agreed in this contract.

Name of Student (print) Student T #

Incomplete received in: _____

Department Course # Section Semester Year

Course work remaining to be completed: _____

If the above work is not completed by _____, a grade of _____ will be **submitted** to the Registrar's Office. If no report is received by the Registrar's Office, the grade will be changed automatically to an "F". **The instructor is responsible for submission of a completed grade when the student's makeup work has been accomplished.**

Instructor's Name (Please print) _____

Instructor's Signature Date Student's Signature Date