

# Department of Biology

## Incomplete Grade Contract

The grade I means that part of the regularly assigned work of the course remains undone and that course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An I grade shall be conferred only when there is a reasonable possibility that a passing grade will result when work is completed. **If not enough course work has been completed to determine if a passing grade is reasonable, an incomplete will NOT be granted. Grades already earned in the class will NOT be replaced if an I is granted.**

**Note: You will not be allowed to enroll in any course in which this course is a prerequisite until all work has been completed and a final grade submitted.**

Student's Name	Student's Email	Student ID Number	
Instructor Name		Department	
Course Title	Course # & Section	Semester	Year
A. Statement of reason (s) for recording Incomplete:			
B. Description of course work already completed and current course grade:			
C. Description of work that needs to be completed, including timeline (should NOT exceed 40% of the course grade):			
NOTICE: The work specified in Section B above must be completed and an appropriate grade change must be submitted by _____, 20____ or the "P" will be replaced by a grade of "E" on the student's permanent academic record. This date, as specified by the instructor, shall not exceed 12 months from the end of the term in which the "I was awarded or prior to the student's graduation, whichever occurs first.			

	Date: _____		Date: _____
Student's Signature		Instructor's Signature	

*\*One copy of this form to be given to student, original should be filed in the Office of Undergraduate Affairs in Biology.*

see blue.