Ozarka College

INCOMPLETE GRADE CONTRACT

At the end of any semester an instructor may assign a grade of "Incomplete" ("I") only under the following conditions:

1. A grade of incomplete is appropriate ONLY in situations where the student has an illness or other circumstances beyond the student's control, and has completed at least seventy-five percent of the course requirements, **provided work already completed is of passing quality**. If a grade of "I" is assigned, the student and instructor, together, will complete and sign this contract with a third party witnessing the process.
2. The signed contract must be attached to the final grade sheet if a grade of "I" is assigned, and is only valid if all parties have signed. A signed copy of the contract will also be given to the student.
3. If the remaining course requirements are not completed by the end of the next regular semester (fall or spring), the "I" grade will be automatically changed to a grade of "F" for the course and for grade point purposes.
4. It is the responsibility of adjunct or non-returning faculty to ensure that a returning faculty member, in the same department, agrees to assess the student's attempt to complete the coursework and to assign the final grade.

Student Legal Name:_____

Student ID#:_____ Phone:_____

Address:_____

Incomplete grade for:_____Term:_____
Course prefix Course# Section#

Justification for giving a grade of "I":_____

_____

_____

Student must accomplish the following to complete course requirements:_____

_____

_____

ALL REQUIREMENTS MUST BE COMPLETED BY:_____

_____ _____
Student's signature Instructor's signature

_____ _____
Date Witness signature

Updated 04/18/06