

**STUDENT/FACULTY CONTRACT  
FOR ISSUANCE OF “INCOMPLETE GRADE”**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

DEPT	CAT.NO.	TITLE	TERM REGISTERED

An incomplete may be given at the discretion of the instructor only when both of the following conditions exist:

1. The student is unable to finish the work of a course because of circumstances beyond his/her control.
2. The student has completed approximately three-fourths of the course work.

Reason for non-completion of course:

Course work still outstanding:

Contracted date for completion of course: \_\_\_\_\_

**\*Failure to complete the required course work as a basis for conversion of the Incomplete to a permanent grade within the required period of time will result in automatic conversion to the grade of “F”.**

\_\_\_\_\_  
Signature of Director of Financial Planning

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

**\*\*The contract must be signed by the Director of Financial Planning before it is given to the Registrar’s Office.**

**Faculty member should make a copy of this contract for the student and for the faculty member.**

**This contract must be given to the Registrar’s Office.**