



## CONTRACT FOR GRADE OF INCOMPLETE

SEMESTER: Summer Fall Winter Spring Year: \_\_\_\_\_

Name ID#/Birthdate Date

E-mail Phone Cell

At the discretion of the instructor, a grade of Incomplete "I" may be issued to a student who, for a valid reason, could not complete the course as scheduled. The outstanding coursework must be completed by the agreed upon deadline, which can be no later than the last day of classes in the following semester (excluding intersession or summer sessions). All incompletes must be cleared prior to graduation unless extraordinary circumstances compel the Chief Academic Officer to authorize otherwise.

### ***Student Affidavit***

I am requesting the grade of Incomplete in the following course. I have discussed with my instructor the reasons for this request and the assignments that I must complete. I understand that if I do not complete all outstanding work by the deadline set by my instructor, the grade of zero will be assigned to missing work. I further understand that such action may result in a significant drop in my grade for the class and could result in my receiving an F in the course.

**Course:**

**Deadline for Completion of Work:**

**Terms for Completion of Work:**

Instructor Signature

Date

Student Signature

Date

***Form must be submitted from a GC email account in order to be considered valid.***

### **FOR OFFICE USE ONLY**

**NOTE TO INSTRUCTORS:** Leave the grade blank in the computer. Fill out the Incomplete Contract and submit to registrar@garrettcollege.edu. The Office of Records & Registration will then enter I grade in the computer.

**Grade Entered On**

**Recorded By**