

Cedarville University
Completion Contract for “I” Grade

Student Name : _____ ID Number: _____

Course Number: _____ Course Title: _____

Semester / Year of Course: _____ Instructor of Record: _____

Incomplete Policy: A grade of “I” is given for work of passing quality that is incomplete at the end of the semester. The instructor will establish an appropriate completion contract with the student. The grade will not be recorded without evidence of the contract. This contract will include a detailed account of completion requirements, including a completion date and expectations for completed assignments. Ideally, it should be signed by both the student and instructor (email acceptance and evidence is acceptable) and be clear enough for another instructor skilled in the subject area to evaluate the work and assign the final course grade should the original faculty member be unable to administer the contract. The completion date may not extend beyond the end of the semester following the one in which the class was taken. If the work is not completed by the designated deadline the Incomplete “I” will be changed to the appropriate grade as calculated without credit for the missing work. At the end of the regular semester following the semester in which the Incomplete was granted the “I” will be automatically recorded as an “F” unless a grade change is recorded, and will be calculated as such in the GPA.

Incomplete Contract:

- Brief description of the reason for the Incomplete:

- Complete Description of work and completion date(s) to remove “I” (Attach copy if needed. Also note: The completion date may not extend beyond the end of the semester following the one in which the class was taken.)

Student Signature: * _____ Date: _____

Instructor Signature: _____ Date: _____

* Student accepting contract via email – attached.

Copy Distribution:		
Original – Instructor	Copy 1 – Department Chair	Copy 2 – Student