

# Incomplete Grade Contract

*Note: Students and faculty should keep a copy for reference.*

A temporary Incomplete (I) grade is recorded by the instructor when approving a student's request for an extension prior to the end of the semester. To be eligible for an Incomplete (I) grade, the student must have participated in at least 60% of the term. An Incomplete (I) grade may impact satisfactory academic progress for financial aid and future registration if the incomplete course is a prerequisite. The instructor must make all course materials available to the student for the duration of the incomplete period (see [Blackboard Course Access Extensions](#)).

## STEP 1: STUDENT INFORMATION (to be completed by Student)

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Email: \_\_\_\_\_@southernct.edu

Semester & Year	Subject	Course #	CRN#	Section

## STEP 2: COURSE DETAILS (to be completed by Instructor)

### A. Remaining Coursework:

### B. Student Submission Deadline: \_\_\_\_\_

Incomplete grades should be resolved as soon as possible as unearned credit due to incomplete grades can impact course registration and financial aid eligibility. Instructors should consider the time they will need to assess coursework prior to the Incomplete Extension Deadline below.

### C. Incomplete Final Grade: \_\_\_\_\_

This is the grade earned if no remaining coursework is completed.

### D. Extension Deadline: \_\_\_\_\_

This will default to 30 days after the end of the semester unless another date is entered. This is the date by which the instructor must resolve the Incomplete grade in the system.

## STEP 3: SIGNATURES

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

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

Note: Create a digital ID with your SCSU email by clicking the signature block above or submit the form from your SCSU email.

Instructor Signature: \_\_\_\_\_

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

## STEP 4: GRADE SUBMISSION PROCEDURES

### The instructor must submit an Incomplete as follows:

1. Provide a copy of the signed contract to the student and department chairperson for the course.
2. Enter the following on the Banner final grade roster:
  - a. Final Grade of 'I'
  - b. Incomplete Final Grade (see above)
  - c. Extension Date (see above)

### To resolve the Incomplete grade prior to the Extension Deadline:

1. If a student submits the remaining coursework, the instructor must enter a final grade using the Banner Faculty Grade Change form prior to the Extension Deadline.
2. If a student does not submit the remaining coursework, the student will automatically receive the Incomplete Final Grade as their final grade, or the instructor may enter an 'I+' with a new Extension Deadline, prior to the original Extension Deadline.