

Incomplete Grade Contract

This contract provides clarity and transparency in this process; students and faculty should keep a copy for reference.

- A student can request an Incomplete grade up to the last day of the semester. The instructor must approve the Incomplete request.
- The instructor enters a grade of "I" when submitting final grades. Instructors should not give an "I" without the awareness of the student.
- IMPORTANT: The "I" grade will automatically become an "F" 30-days after the start of the next semester, unless one of the following occurs earlier:
 - The student completes the coursework and the instructor enters a final passing grade.
 - The instructor provides an extension to the Incomplete and establishes a new deadline with the student. The instructor must file an "Incomplete Extension" and revised deadline with the Registrar's Office.
 - If the student decides that they cannot complete the Incomplete course and elects to withdraw from the course. Please see the Late Course Withdrawal at <https://OneStop.SouthernCT.edu/Forms> (This option is only available for Fall 2020 courses).
- Students should be aware that a grade of incomplete may impact financial aid. Please contact Financial Aid for more information.
- Instructors should be sure to make the Blackboard course available to students. (Customization-Properties-Select Dates-send end date to 30 days after the start of the next semester or extended deadline.)

STUDENT SECTION

Student Name: _____

SCSU ID Number: _____

SCSU Email: _____

COURSE INFORMATION

Semester & Year	Subject	Course #	CRN#	Section	Instructor Name

INSTRUCTOR SECTION

Description of Remaining Coursework to be completed by the student:

Final Grade if Work NOT Completed (include any special notes):

SIGNATURES

Student Signature: _____ Date: _____

Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email account.

Instructor Signature: _____ Date: _____

Please forward a copy of the approved Incomplete Contract to the the Department Chairperson for their reference.