

Incomplete Grade Contract

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

A temporary Incomplete (I) grade is recorded when an instructor grants a student's request for an extension prior to the end of the semester. Instructors should not give an "I" unless the Incomplete has been requested by the Student and a contract has been completed. An Incomplete may impact satisfactory academic progress for financial aid and future registration if the incomplete course is a prerequisite. The contract will specify the remaining coursework to be completed by the student and the final grade the student will earn if the remaining work is not completed. The instructor will make all course materials available to the student for the duration of the incomplete period.

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 the 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 is the date by which the instructor must resolve the Incomplete grade in the system. This will default to 30 days into the next fall/spring semester or the instructor may set an earlier deadline.

STEP 3: SIGNATURES (to be completed by the Student and Instructor)

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 (to be completed by the Instructor)

When submitting end of semester grades, the instructor must:

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' (Banner requires you to submit your grade roster before (b) and (c) below will appear for entry.)
 - b. Incomplete Final Grade (see Item C above)
 - c. Extension Date (see Item D above)

To resolve the Incomplete grade:

1. If the student submits any or all remaining work, the instructor must submit a final grade in Banner Faculty/Advisor>Faculty Grade Change prior to the Extension Deadline.
2. If the student does not submit any work, the Incomplete Final Grade (see Item C above) will post to the student's transcript on or after the Extension Deadline. The instructor has no action to take.
3. If the instructor grants the student more time, an "I+" with a new Extension Deadline must be submitted by the instructor in Banner Faculty/Advisor>Faculty Grade Change.