

## Incomplete Grade Submission & Student Contract

Registrar's Office

### For Faculty Use Only

Incomplete Grades are assigned at the discretion of an instructor to allow a student more time to complete work for a course. Incomplete grades expire on the grading deadline of the semester one year after the course was taken unless the instructor assigns a shorter time period. If no new grade is received by the **INSTRUCTOR DEADLINE**, the Incomplete grade lapses to U (Unsatisfactory) or to the alternate grade identified by the instructor. If needed, a student may request a term extension on the expiration date via an [Incomplete Grade Extension Request](#). Instructor delays in evaluating work received by the **STUDENT DEADLINE** should be reported immediately to the registrar.

**INSTRUCTIONS TO INSTRUCTOR:** Record Incomplete grades on your course grade roster. If you wish to establish a time period shorter than one year and/or identify an alternate default grade, you must complete and submit this form to the Registrar's Office. You may also provide a copy of this form to the student as a reminder of your agreement on dates and requirements.

**CAUTION:** The **STUDENT DEADLINE** is the date by which the student must submit their outstanding work. The Instructor Deadline is the date by which the grade must be submitted to the Registrar's Office on a [Grade Change/Submission Form](#).

#### Student Information

CGU ID# 254 - \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Academic Department \_\_\_\_\_ Degree Program \_\_\_\_\_

Term of Course \_\_\_\_\_ Subject/Catalog No. \_\_\_\_\_

Instructor Name \_\_\_\_\_ Class ID (4-digit) \_\_\_\_\_

Instructor Institution \_\_\_\_\_ Instructor E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

#### Student Contract for Course Completion (Optional)

**STUDENT DEADLINE** (Date work due to the Instructor) \_\_\_\_\_

Suggested date is at least one week prior to the **Instructor Deadline**.

You have been issued an incomplete grade for the course identified in this form. All outstanding coursework must be submitted to your instructor by the **STUDENT DEADLINE** to avoid expiration of this incomplete grade. You are responsible for adhering to this deadline and may, if needed, request a one time extension as instructed on the registrar's website. Until a grade is recorded for your enrollment in this course, you may not register in another offering of the same course, even if the course is taught by the same instructor.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTOR DEADLINE** (Grade due to Registrar) \_\_\_\_\_

May be no later than the grading deadline of the semester one year later.

Alternative Grade (Leave blank for U. May not lapse to I or GP) \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit Completed Form to Registrar's Office