UNIVERSITY of ALASKA ANCHORAGE

College of Education • 3211 Providence Dr. • Anchorage AK 99508-4614

INCOMPLETE GRADE CONTRACT

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract, a contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed and filed with the department of the student's program before an "I" grade is assigned. The department will maintain the completed, signed original form in the student's file. Students will be given a copy for their records. Course work must be completed by a date specified in the contract, not to exceed one year. Upon completion of the required course work, the faculty member must submit a change of grade form to the Office of the Registrar. If course work is not completed within one year, or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade ("F" or "NP," depending on the grading basis of the course). If course work is not completed within one year and the faculty member does not submit a change of grade at that time, the "I" will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

Student Name: _____ (_____)
Last First Middle Initial Maiden Name

_____
Student ID Phone E-mail

CRN	Dept.	Course No.	Section	Title	Credits	Semester/Year
~~70044~~	~~Art~~	~~324~~	~~601~~	~~Beg. Photography~~	~~3.0~~	~~Fall 04~~

Grade Earned to Date: [ ]

List the specific course objectives, assignments and/or exams the student must complete to receive a course grade. Attach a copy of the grading criteria from the course syllabus.

Specific Date for Course Completion:
(Not to exceed one year.) [ ]

Instructor must sign & date AFTER printing

_____
Type or Print Faculty Name Faculty Signature Date

I , the student, acknowledge receipt of an incomplete grade for the above course and understand what is required for course completion.

Student must sign & date AFTER printing

Student Signature Date

CLICK HERE TO CLEAR FORM BEFORE CLOSING DOCUMENT