



Undergraduate Incomplete Grade Contract

Incomplete Grades: Instructors may assign an incomplete grade (I) only when a student who is doing ACCEPTABLE course work is unable to complete the course because of illness or other extenuating circumstances. It is awarded only when the requirements within one calendar year of the end of the semester in which the incomplete is incurred and should NOT register for the course. After one calendar year, a grade of 'I' will be automatically converted to a grade of 'F'. Students who have grades of 'I' in courses that are not required for graduation, who then become eligible for graduation, may elect to graduate with the 'I' grades as a part of their permanent academic record. In such cases, the 'I' grades cannot be changed after the graduation by completing the course requirement, nor will the 'I' revert to an 'F' grade.

- Instructions:**
1. Complete one form for each student receiving a grade of Incomplete.
 2. Two copies need to be made – the department will keep the original and the student and instructor may have a copy.

STUDENT NAME _____ NAU ID _____
Last First M.I.

COURSE PREFIX AND # _____ SEMESTER/YEAR _____

SEQUENCE # _____ SECTION # _____

COURSE TITLE _____

INSTRUCTOR _____

1. ASSIGNMENTS REQUIRED TO COMPLETE COURSE: _____

2. VALUE OF COMPLETED WORK (POINTS OF PERCENT OF FINAL GRADE):
IF THE STUDENT RECEIVES AN A ON COMPLETED WORK, FINAL GRADE WILL BE: _____
IF THE STUDENT RECEIVES A B ON COMPLETED WORK, FINAL GRADE WILL BE: _____
IF THE STUDENT RECEIVES A C ON COMPLETED WORK, FINAL GRADE WILL BE: _____
IF THE STUDENT RECEIVES A D ON COMPLETED WORK, FINAL GRADE WILL BE: _____
IF THE STUDENT RECEIVES AN F ON COMPLETED WORK, FINAL GRADE WILL BE: _____

3. DATE ASSIGNMENTS ARE DUE (MAXIMUM OF 1 CALENDAR YEAR): _____

4. GRADE TO REPLACE INCOMPLETE IF ABOVE WORK IS NOT COMPLETED BY THE DUE DATE: _____

STUDENT SIGNATURE* _____ DATE _____

INSTRUCTOR SIGNATURE _____ DATE _____

*If student contact is made by the telephone, complete the following:

I certify that I spoke with the above named student on _____ (date), read to him/her this contract, and she/he agreed to its contents.

_____ (Instructor's Signature)