



# INCOMPLETE GRADE CONTRACT FORM

MISSOURI WESTERN STATE UNIVERSITY

This original form with all signatures must be submitted to the Registrar's Office by the deadline. Copies of this contract should be made and given to the instructor, student and Department Chair.

Student's Name (Last, First) \_\_\_\_\_

Student's G# \_\_\_\_\_

Term:  Fall  Spring  Summer Year: 20 \_\_\_\_\_

CRN: \_\_\_\_\_ Course Subject/Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor's Name (Last, First) \_\_\_\_\_

Grade for coursework already completed: \_\_\_\_\_

Students may not receive an Incomplete unless receiving a passing grade.

Reason for requesting incomplete grade (documentation may be attached):

List items which must be submitted in order to complete outstanding course requirements:

Agreed date to complete assignment(s) for full letter grade:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (may not extend past the  
Deadline Date Incomplete Grade deadline)

Due dates can be found the "Grades Information" link through the Faculty & Staff/Academic Resources website. There is an earlier deadline for students who are graduating in the term of the Incomplete grade. Refer to the policy below.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Student's Signature Date  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Instructor's Signature Date

In extreme circumstances the instructor may sign for the student. A copy of this signed contract should be forwarded to the student.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Department Chair Signature Date

### Incomplete Grade Policy

Under certain circumstances during the final grading process, an Incomplete Grade Contract may be completed, approved and signed by the instructor, student and Department Chair. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied and the student is receiving a passing grade in said coursework. Students should be aware that an incomplete grade may affect the initial calculation of academic standing, eligibility for semester honors and eligibility for federal, state or institutional financial aid programs.

An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an "F". Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the "F" (see Grade Change policy).

**Note: A student who is intending to graduate in the term must have all Incomplete grades resolved within 5 weeks after the last final exam day for the current term (Fall, Spring, Summer). Failure to do so will result in the student being required to reapply for a future semester of graduation.**

The Incomplete Grade Contract with all signatures must be submitted to the Registrar's Office by the last day to submit final grades for the term which the incomplete grade is being requested. No Incomplete Grade Contracts will be accepted after this date. Copies of the contract should be made and given to the instructor, student and Department Chair.