

# University of Alaska Southeast

## Course Completion Contract for Incomplete Grades

An Incomplete Grade (I) may be used by a faculty member when a student has not completed the coursework by the end of the semester due to circumstances beyond her/his control. If approved by the faculty member, a final grade and credit will be withheld without penalty until the course requirements are met within an approved time, not to exceed one year. After one year, the "I" becomes a permanent grade and remains on the student's academic transcript. (UA Regents regulation)

For a faculty member to approve an Incomplete Grade, the following requirements must be met:

- A majority of the student's coursework (more than 50 percent) must be completed.
- The student must have at least a C grade (2.0) in work completed to date.
- An Incomplete grade may be assigned for any period of time up to one year (may be less).
- The grade earned to date in the course must be specified below.
- Remaining assignments in the course and due dates must be specified below.
- A copy of this Course Completion Contract must be signed by both faculty and student and placed on file at the department/program office for Juneau-based students or at the registration office for students enrolled at Ketchikan or Sitka campuses.

### THE FACULTY MEMBER MUST COMPLETE THE FOLLOWING:

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

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

CRN: \_\_\_\_\_ Semester: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

---

**The following remaining coursework must be completed by the date listed below before a final grade will be assigned (no more than 12 months from end of original course completion date):**

Assignment(s) remaining:

Date due to faculty:

1.

2.

3.

4.

5.

The current course grade without the above work is: \_\_\_\_\_

**Expected Completion Date (Check one):**

3 months       6 months       9 months       12 months      Other Date: \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date