

COURSE COMPLETION CONTRACT

Student: _____

Instructor: _____

Division: _____

Campus: _____

Course/Section: _____

Semester: _____

Reason for Incomplete: _____

The student named above has received a grade of Incomplete "I" in the course(s) and section(s) noted below. All incomplete grades must be converted to a letter grade within ninety (90) days after the beginning of the next long semester. When the incomplete work is completed on time, it will be averaged in with the work already done in the course: the final grade will be based on that completed course work. If, however, because of extenuating circumstances the incompleting work is not finished within the ninety (90) day period specified, the grade of "I" will be converted to a grade representing the completed work in the course at the close of this contract. PLEASE NOTE: the student requesting an "I" for a course that has a culminating project/paper, and/or a competency-based segment inherent to the successful completion of that course (e.g., Computer Networking) MUST complete that requirement to pass the course. The course work listed below must be completed under the direction of the instructor of record. If the instructor is unavailable to complete the grade change, the Division Chairman will make appropriate alternative arrangements. Re-enrollment in the course is not an option for completing the course and removing the "I" from the student's record. Only under exceptional circumstances (e.g., unexpected, prolonged illness, or unanticipated complications from an accident) might the instructor choose and warrant a reasonable and definitive extension of this contract due-date.

Course work to be completed by the student.

It is agreed that the academic work listed above will satisfy all requirements for the course. This work must be completed by the following date _____.

Student Date

Instructor Date

Division Chair Date