

Incomplete Contract, Graduate

A student, who, for reasons beyond the student's control, is unable to complete course requirements during the instructional period, may petition the instructor for a grade of Incomplete ("I"). The student must be passing the course and must have completed a majority of the course. Non-attendance, poor performance, or intentions to repeat the course do not justify issuance of an "I" grade. Instructors cannot assign an "I" grade unless agreed upon before the course ends.

If the instructor approves the petition to give an "I" grade, the student and the instructor must complete a written agreement using this form.

Student Name:		Student ID:	
Email:		Phone:	
Instructor Name:			
Course for "I" request: <i>(example: FOR 545)</i>	Lecture #: <i>(example: 11523)</i>	Semester: <i>(example: Spring 2014)</i>	

Course Assignments/Activities to be Completed:	Due Date:

Instructor's Signature

Date

Student - Please Note

You have entered into a contract. Your signature on this document attests to your understanding of what is required of you to fulfill requirements that will change your "I" grade into a letter grade. Fulfilling these requirements does not guarantee that you will receive maximum credit for the assignment(s) or the course. Failure to fulfill the requirements of this contract without any "re-negotiation" with the instructor will result in your "I" grade changing to the grade earned in the course with the missing assignments factored into the final grade. See NAU Official Policy [100406](#) for further details.

***Students who are using VA Education Benefits** - if you take an Incomplete grade this will affect your GI Bill. Please check with your Veterans Affairs Certifying Official or call 928-523-8387. Students can either elect to keep their Incomplete grade and repay tuition / monthly housing allowance or accept the grade earned during the course without having to repay tuition after one year. Your Northern Arizona University Veteran Success Center is here to assist with your decision.

Student Signature

Date