

Incomplete Contract

Return to reg@laverne.edu completed with instructor signature

Student's Name: _____ ID #: _____

Subject and Course #: (ex BIOL 101) _____ Title: _____

Instructor: _____ Semester: _____

Conditions under which it is appropriate to assign an incomplete and instruction for the assignment are contained in the current ULV catalog in the section entitled "Incomplete Grades (INC)." Signing this form indicates understanding and acceptance of these conditions. In the event the instructor signing this agreement is unable to evaluate the work required for the removal of the "incomplete," the Dean/Chair may assign another instructor, qualified in the area, to evaluate the work and assign a grade.

A grade of "INC" is requested for the following reasons:

I understand the requirements for completing this course and if I fail to meet these requirements by the deadline, I will receive the grade of NCR or F.

Student's Signature

Date

The following work has been completed	Grade for Work completed	% of Final Grade

Work required for removal of Incomplete Grade (INC)	% of Final Grade

The extension has been approved with the agreement that all assignments listed above will be submitted by the deadlines outlined in the ULV Catalog. I understand that I will need to issue an INC during grading and submit the Grade Change form to issue the completed grade.

Instructor's Signature

Date

If the grade of incomplete (INC) was issued for the following terms:	Deadline to submit coursework to remove "INC" grade is:
January Interterm	45 calendar days from the last day of the session
Session 1	45 calendar days from the last day of the session
Session 2	45 calendar days from the last day of the session
Full Session	Last day of the following Full Session

Exact deadline dates can be found in ULV Catalog