

UNIVERSITY OF HOUSTON-CLEAR LAKE
INCOMPLETE GRADE CONTRACT

Incomplete Grade Policy:

A student may receive a grade of Incomplete ("I") in a course if, for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course. The grade of "I" is not given in lieu of an "F", "WX", or other grade, each of which is prescribed for other specific circumstances. The maximum period of time for resolving this Incomplete is the last day of classes of the next long semester after the semester in which the "I" grade is received. If a grade change is not received prior to this deadline, the "I" will convert to a final grade of "F". Students should not re-register for courses in which they have received grades of Incomplete. If any portion of the course must be repeated, students must sign up as an auditor for the course and pay appropriate fees. Audit procedures can be found in the University Catalog.

Before a grade of Incomplete is given, both the instructor and student should complete this Incomplete Grade Contract stipulating the requirements and completion date that are to be met.

STUDENT: _____ SSN: _____

COURSE PREFIX NUMBER/SECTION: _____ SEMESTER/YR: _____

COURSE TITLE _____

INSTRUCTOR _____ DATE _____

Instructor's Deadline for Completion _____
(Can be no later than the last class day of the next long semester)

Nature of Work to be Completed (if a paper, length and topic; if an examination, type and material to be covered):

Unless otherwise indicated by of the instructor, a grade of "F" will be assigned if no additional work is done.

Additional Stipulations/Comments:

Student Signature

Instructor Signature

School

A copy of this contract should be submitted with Final Grade Rosters at the time grades are turned in. The instructor should retain a copy and give a copy to the student.