

UNIVERSITY OF HOUSTON-CLEAR LAKE

SCHOOL OF EDUCATION
INCOMPLETE GRADE CONTRACT

Incomplete Grade Policy:

A grade of Incomplete ("I") may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incompletes are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements. When assigning the grade of "I", instructors provide students with an Incomplete Grade Contract that outlines the work to be accomplished before the "I" can be converted to a final grade and specifies a deadline date; this contract constitutes an agreement between instructors and students. A grade of "I" must be resolved with the time limit set by instructors; however, such limits may not be extended beyond the grade submission deadline for the next long semester following the semester in which the "I" was assigned. Failure to resolve an "I" will result in its conversion to a final grade of "F" on students' permanent records. An "I" can be converted to a final grade only. A statement denoting the lapse will appear on the transcript. Incomplete grade contracts are submitted to the appropriate associate dean's office.

STUDENT \_\_\_\_\_ STUDENT ID# \_\_\_\_\_
COURSE, NUMBER & SECTION \_\_\_\_\_ SEMESTER/YR \_\_\_\_\_
COURSE TITLE \_\_\_\_\_
INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_

Instructor's Deadline for Completion \_\_\_\_\_
(Cannot be extended beyond the grade submission deadline for 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 the instructor, a grade of "F" will be assigned if no additional work is done.

Additional Stipulations/Comments:
\_\_\_\_\_
\_\_\_\_\_

Student Signature

Instructor Signature

The instructor should retain a copy, give a copy to the student, and submit a copy to B1231.