

# Kodiak College

UNIVERSITY of ALASKA ANCHORAGE

117 Benny Benson Drive  
 Kodiak, AK 99615  
 Telephone: (907) 486-4161

## Incomplete Grade Contract

An Incomplete Grade Contract between the student and the faculty member must be completed for each "I" (Incomplete) grade assigned. **The completed, signed form will be maintained by the instructor.** A copy of the contract must be given to the Kodiak College Registrar and will be mailed to the student.

\* \* \* \*

An "I" (Incomplete) is a temporary grade. It may be used at the faculty member's discretion to indicate that although a student has not yet completed all of the required coursework, there is a possibility that the student may pass the course if and when all the requirements have been completed.

An Incomplete Grade Contract between the student and the instructor for completion of coursework will be maintained by the instructor. Coursework must be completed by a date specified in the contract, not to exceed on (1) year. Upon the student's completion of the required coursework, the instructor must submit a Change of Grade Form to the Kodiak College Registrar. If terms of the contract are not met, the student may be assigned a failing grade ("F" or "NP" depending on the grading basis of the class). If coursework is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the "I" (Incomplete) will become a permanent grade.

**STUDENT'S NAME:** \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

**STUDENT ID:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Department	Course No.	Section	Title	Credits	Semester/Year

Grade Earned to Date:  Although the student has not yet completed the required coursework, there is a possibility that the student may pass the course if and when all the requirements have been completed.

List the specific course objectives, assignments and/or exams the student must complete to receive a course grade. Attach a copy of the grading criteria from the course syllabus.

***Final Exam***

Specific Date for Course Completion:   
 (Not to Exceed One Year)

Faculty Member:	Print Name	Signature	Date
I acknowledge receipt of an incomplete grade for the above course and understand what is required for course completion.			
Student:	Print Name	Signature	Date