

Uni

Incomplete Grade Contract

Student Name: _____ Date _____

- At the student's request, the student will initiate a meeting with the teacher to discuss the possibility of an incomplete grade. The student may then request an Incomplete Grade Contract from the Student Services Office up to a week before the end of a quarter.
- If this form is not turned in within the allotted timeframe, the grade issued will be an "F" instead of an "I."
- The completed form must be returned to the Student Services Office within three days of the quarter's end date.
- All student work related to the Incomplete Grade Contract must be completed by the student within two weeks of the end of the quarter. It is the student's responsibility to complete the work by the stated time and agree to by the teacher.

I am requesting an incomplete in the following class: _____

<i>Assignments/Projects To Be Completed (use back of form if needed.)</i>	<i>Date Due</i>

1. Student Signature: _____ Date: _____

2. Parent Signature: _____ Date: _____

3. Teacher Signature: _____ Date: _____

Return completed form to counselor for signature and distribution

4. Counselor Signature: _____ Date: _____

cc: Student File, Assistant Director