



Incomplete Grade Agreement / Academic Contract

Incomplete Grade Policy

At the discretion of the instructor, an I grade may be assigned when a student who is otherwise passing the course has not, due to circumstances beyond his or her control, completed all the work in the course. The I grade may only be submitted to the Registrar's Office via this "Incomplete Grade Agreement Form", the instructor must complete the reason for the I, and the assignments to be completed below.

Incompletes will become "F" grades automatically if the incomplete grade is not removed by the deadline published in the University Catalog. This is true whether or not the student is in attendance the following term at Pfeiffer University. An exception may apply only when the **student requests an extension with the instructor's approval** due to a prolonged illness that can be documented with medical records or due to military deployment.

Students *must not* re-enroll in a course in which they have received an incomplete grade. Students who choose to re-take the course will have the I grade on the original course converted to F. The second grade will be included in the GPA.

Student name: _____ **Student Id:** _____

Course prefix and number, and section _____ -- _____ -- _____

Course title _____

Reason for Incomplete request: _____

Assignments to be completed (state here or submit an attachment):

Instructor's Name (printed) _____

Instructor's Signature _____ Date ____ / ____ / _____

Instructor: Please send original to Registrar's Office for processing and student's file.

The student's signature indicates acceptance of the contract information above and acknowledges the student's awareness of the completion date required.

Student's signature: _____ Date ____ / ____ / _____