**Incomplete (I) Grade** **Guidelines and Contract**

An incomplete (I) grade is a temporary grade, established in [Policy 1207–Grading System](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Academic_Policies_1200s/Policy1207_Grading_System.pdf), which may be assigned at the instructor's discretion when circumstances beyond the control of the student prevent completion of course requirements by the end of the academic term.

* Incomplete grades may be assigned only in the following circumstances:
	+ The student's overall course grade to date is passing;
	+ The student has fully engaged in course activities and assignments up to the point of the circumstance that prompted the need for an incomplete grade;
	+ The student has successfully completed at least 75% of the course;
	+ A documented illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
	+ The student initiates the request for an incomplete grade before the end of the academic term or as soon as the student becomes aware of the need and is able to inform the instructor;
	+ The instructor and student complete the Guidelines and Contract for Assigning an Incomplete Grade form before the end of the academic term or as soon as the student becomes aware of the need and is able to inform the instructor.

Required work must be completed by Friday of week four in the subsequent term of the student’s enrollment in which an instructor is available to oversee the incomplete work.

The incomplete grade may not be assigned as a substitute for a failing grade.

* Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance are recorded for students who cease attending class without authorization.
* The following provisions for incomplete grades apply:
	+ The course work may be completed while the student is not enrolled.
	+ Only in the most extenuating circumstances will extensions be granted beyond Friday of week four in the subsequent term of the student’s enrollment in which an instructor is available to oversee the incomplete work. Requests for extension must be approved by the relevant instructor and program/college dean.
	+ An incomplete grade is not considered passing for purposes of determining academic standing, federal financial aid eligibility, or other purposes.
* An incomplete grade is not to be assigned where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses.
* **Incomplete Grade Contracts must be submitted to the office of the registrar no later than 12:00 pm PST on the Tuesday after finals week (break week 1).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: |  |  | UWS ID: |  |
|  |  |  |  |
| Term:  | [ ]  Fall [ ]  Winter [ ]  Spring [ ]  Summer |  | Year: |  |
|  |  |  |  |  |
| Course Number: |  |  | Course Name: |  |
|  |  |
| Instructor Name: |  |

**Assignments/Exams to Be Completed**

|  |  |  |
| --- | --- | --- |
| **Assignment(s)/Exam(s)** | **Deadline to Complete** | **Highest Grade to be Awarded** |
|   |   |   |
|   |   |   |
|   |   |   |
|  |  |  |

**Signatures**

|  |
| --- |
| **The student meets the eligibility criteria established above (and found in** [**Policy 1207–Grading System**](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Academic_Policies_1200s/Policy1207_Grading_System.pdf)**), and I agree to oversee the student through the fulfilment of the above contract.**  |
|  |  |  |
| Instructor’s Signature |  | Date |
| **I agree to complete the assignments/exams above by the dates indicated. If I fail to do so, I understand my course grade will be converted to fail and I will be required to repeat this course in order to make progress and complete the academic program.** |
|  |  |  |
| Student’s Signature |  | Date |
| **Approval by program director (College of Graduate Studies) or college dean (Doctor of Chiropractic Program).** |
|  |  |  |
| College Dean/Program Director |  | Date |