



**Montreat College-School of Professional and Adult Studies
Contract for the Assignment of an "I" (Incomplete) Grade**

Policy: A grade of "I" (Incomplete) may be assigned **only if the student made proper arrangements** with the instructor prior to the end of the course and the **student has extenuating circumstances beyond their control, such as serious illness**, which prevents the student from taking the final exam or completing a course requirement. The instructor files a **contract for an incomplete**, to registrar@montreat.edu, at the time grades are submitted**. The student and the instructor sign this contract; however, if the student is only able to contact the instructor by phone, the instructor may indicate this and sign for both. **If the student does not initiate this contract, the instructor will assign the grade that was earned at the end of the course.**

Once the grade of "I" has been assigned, **there is a maximum time limit of six weeks after the end of the course** for completion of all outstanding requirements. If all the course requirements are not completed within the assigned time limit, the incomplete grade will be converted to the grade that was earned at the end of the class. **A student cannot have more than one outstanding incomplete grade.**

Procedure: Grades of incomplete are removed when the instructor assigning such a grade submits a letter grade designation for the complete work. **In case of a student's failure to complete such work, the grade recorded will be that which was earned on the last day of the class.**

Student: _____ **Group #:** _____

Cohort/Course # _____ **Course Title:** _____

Reason for incomplete: _____

Please list outstanding course requirement: _____

Date ALL work must be completed: ____/____/____

WHAT GRADE IS TO BE RECORDED IF THE DUE DATE IS NOT MET? _____ (the grade must have the missing work factored in as zero)

Student Signature: _____ **Date** ____/____/____

Instructor's Signature: _____ **Date** ____/____/____

IMPORTANT: This form must be submitted by the professor WHEN the course grades are submitted through *SelfService*. **No incomplete contracts will be accepted without the expressed permission of the Director of Records and Registration or the Associate Dean of Academics.