

**Idaho State University**  
**COURSE COMPLETION CONTRACT**

As stated in the Idaho State University Undergraduate Catalog, "An incomplete grade, *I*, may be awarded only as a final grade and only at the discretion of the instructor. To be eligible for an incomplete grade a student must have satisfactorily completed a substantial portion of the course."

- The instructor must complete a Course Completion Contract with the student that stipulates the assignment(s) required to finish the course and the allowable time period.
- No student will be allowed more than one year to complete the required assignment(s).
- Both the student and the instructor must sign the contract, a copy of which is to be given to the student, the instructor retains a copy, a copy is kept on file by the Department Chair and a copy is sent to the College Dean.
- Upon the student's timely satisfaction of the Course Completion Contract, the instructor will fill out a *Change of Grade Form* and send it to the Registrar.

Students should **NOT** re-register for a course in which an incomplete grade has been assigned. If the Registrar does not receive a *Change of Grade Form* within a one-year time period following the recording of the Incomplete, the Registrar's Office will automatically convert the Incomplete to an F. Only in extreme circumstances will a student be allowed an extension of the time stipulated by the instructor. A normal petition process may be used for those circumstances that would extend the allowable time period beyond one calendar year following the recording of the "Incomplete grade."

This form is an agreement between the student and the instructor identifying the work to be completed, the date by which the work must be completed, and the grade that will be assigned if the work is not completed.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Address: \_\_\_\_\_ Student Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Student Email: \_\_\_\_\_

Class in which the "I" grade is assigned: Department: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Index number: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

Work to be completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date by which course work must be completed: \_\_\_\_\_ Grade if work is not completed: \_\_\_\_\_

Method of determining final grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: Student  
Department Chair  
Dean of College

Revised 10/26/07