



# Matanuska-Susitna College

UNIVERSITY of ALASKA ANCHORAGE  
PO Box 2889 • Palmer, AK 99645 • (907) 745-9754  
Academic Affairs



## INCOMPLETE GRADE CONTRACT

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (h) \_\_\_\_\_ (cell) \_\_\_\_\_

CRN	Section	Subject	Course No.	Course Title	Credits	Semester	Year

**Grade Earned to Date:** \_\_\_\_\_

(Although the student has not yet completed all required coursework, there is a possibility the student may pass the course if and when all requirements are completed.)

**% of Course Completion:** \_\_\_\_\_

**Scheduled Date of Completion:** \_\_\_\_\_ (month, day, year)

Upon completion of the required coursework, the faculty member must submit a Change of Grade form to Student Services. If terms of the contract are not met, the faculty member may assign a failing grade ("F" or "NP", depending on the grading basis of the course). If the coursework is not completed within one (1) year and the faculty member does not submit a Change of Grade form at that time, the "I" (Incomplete) becomes a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

I acknowledge receipt of an incomplete grade for the above course and understand what is required for course completion.

Student Name (please print)	Student Signature	Date

Faculty Member Name (please print)	Faculty Member Signature	Date

Assistant Director for Academic Affairs (or designee) (please print)	Assistant Director for Academic Affairs (or designee) Signature	Date

### For Academic Affairs Use Only

The following items were submitted:

\_\_\_\_ Statement of extenuating circumstances    \_\_\_\_ Current course syllabus    \_\_\_\_ List of assignments to be completed

\_\_\_\_ Detailed specific instructions of assignments    \_\_\_\_ Grading criteria materials    \_\_\_\_ Signed Incomplete Contract