



INCOMPLETE GRADE CONTRACT

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax
P.O. Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

Grades of incomplete (I) must be accompanied with an Incomplete Grade Contract. Complete and return this form to One Stop Student Services.

INSTRUCTOR NAME _____

INSTRUCTOR ID _____

CWI INCOMPLETE GRADE POLICY

At the discretion of the instructor, a grade of incomplete (I) may be assigned in a course where: 1) the student has completed more than 50 percent of the course; 2) the student is maintaining a passing grade; and 3) the instructor judges the student's inability to complete the course due to legitimate unforeseen causes.

The instructor must indicate what course requirements the student has left to complete. The remaining requirements must be listed on the Incomplete Grade Contract and must be determined prior to the final examination date. A copy of the contract is kept on file as part of the student's record with the Registrar.

A term grade of I must be changed to a letter grade within one week of the extension deadline. After that time, the grade will automatically be changed to an F, and the student must repeat the course to receive credit. The student is responsible for completing all outstanding course requirements and for working with the instructor to initiate the grade change.

STUDENT AND COURSE INFORMATION

STUDENT NAME _____

STUDENT ID _____

Semester: Fall 20____ Spring 20____ Summer 20____

Course Number: _____

Credits: _____

Course Title: _____

TERMS OF INCOMPLETE CONTRACT

Instructors: Attach the following (some or all may apply):

- Course syllabus
- Grade sheet representing student's current grades in the course
- Instructions for and copies of any outstanding assignments or exams
- A grading rubric and/or exam key
- Any expanded instructions necessary

Extension Deadline: _____

(Students are required to have their work in by this date.)

Student's Current Grade: _____

(Not an official grade; this is the grade the instructor may submit if the terms of the Incomplete Contract are not met.)

GRADING

To change the grade from an Incomplete to the grade earned:

- Complete and submit the Grade Change form within 1 week of the extension deadline stated below.
- If work is not completed, submit a Grade Change form for the earned grade.
- Outstanding incomplete grades will be changed to an F by the Registrar after 1 year.

SIGNATURES

Signing this document is an acknowledgement by the student and instructor that they understand and agree to the terms of resolving the incomplete grade.

STUDENT SIGNATURE _____

DATE _____

CHAIR SIGNATURE _____

DATE _____

INSTRUCTOR SIGNATURE _____

DATE _____

CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with College of Southern Idaho (CSI). CSI is accredited through The Northwest Commission on Colleges and Universities (NWCUU).