

**Abilene Christian University**  
**Student Contract for Completing an Incomplete Final Grade**

Student Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Course Prefix/Number/Name \_\_\_\_\_

Term of Course Taken (Fall, Spring, Summer) \_\_\_\_\_ Year \_\_\_\_\_

Email \_\_\_\_\_@acu.edu Phone \_\_\_\_\_

Reason for student requesting an Incomplete (I) final grade:

Deadline(s) for completing course assignments.

- |          |                     |                       |
|----------|---------------------|-----------------------|
| 1. _____ | Describe Assignment | Deadline (mm/dd/yyyy) |
| 2. _____ | Describe Assignment | Deadline (mm/dd/yyyy) |
| 3. _____ | Describe Assignment | Deadline (mm/dd/yyyy) |
| 4. _____ | Describe Assignment | Deadline (mm/dd/yyyy) |

By signing below, the instructor and the student each indicate understanding that:

- A grade of "I" (Incomplete) may be assigned only when illness or some significant reason beyond the control of the student prevents the student from completing the course by the end of the semester.
- The grade "IP" (In-Progress) is reserved for graduate students in graduate courses.
- All work for this contract must be completed and submitted by \_\_\_\_\_. (This date must be no later than the end of the next long semester for an "I").
- Failure to complete the assignments and/or to meet the deadline will result in the course grade automatically changing to an F at the end of the next long semester.
- Once an Incomplete has been assigned as the final grade for a specific course, the student cannot withdraw from that course.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

**Instructor:** Save this document after you sign it. Email it as an attachment to [provostforms@acu.edu](mailto:provostforms@acu.edu). The Provost's Office staff will route the form to the student and department chair for signatures, and to your dean's office and the Registrar's Office. The Provost's Office is not a decision maker on this form, but their administrative staff has agreed to help route the form electronically until we can automate the routing.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

## **Guidelines for Incomplete or In Progress Grade**

### **Undergraduate:**

Professors may assign a grade of “I” (Incomplete) only when illness or some significant reason beyond the control of the student prevents the student from completing the course by the end of the semester. A grade of “I” (Incomplete) must be resolved no later than the end of the next long term; otherwise, it becomes an “F” on the student’s record. The student is responsible for requesting and resolving an “I.” A student who is graduating should finish any incomplete courses prior to the semester in which he or she is graduating. Students must complete all courses graded as “I” in order to participate in commencement.

### **Graduate:**

Professors may assign a grade of “I” (Incomplete) only when illness or some significant reason beyond the control of the student prevents the student from completing the course by the end of the semester. A grade of “I” (Incomplete) must be resolved no later than the end of the next long term; otherwise, it becomes an “F” on the student’s record. The student is responsible for requesting and resolving an “I.” A student who is graduating should finish any incomplete courses prior to the semester in which he or she is graduating. Students must complete all courses graded as “I” in order to participate in commencement.

The grade “IP” (In-Progress) is reserved for graduate students in graduate courses. An “IP” must be resolved no later than the end of the next long term; otherwise it becomes an “I” on the student’s record. The “I” must be resolved no later than the end of the subsequent long term. Work cannot be submitted for a grade after one year from the end of the semester in which the student was enrolled in the course.