

**PLEASE MAKE SURE ALL COPIES ARE LEGIBLE.
READ INSTRUCTIONS ON REVERSE SIDE.**

Student's Name _____
Last First Middle

Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Campus Wide ID _____

Incomplete Grade Contract



OFFICE OF THE REGISTRAR
POST OFFICE BOX 8104 ✦ 300 COLLEGE STREET, NORTHEAST
ORANGEBURG, SC 29117-0001 ✦ (803) 536-7185 ✦
FAX: (803) 536-8602

An "I" grade is given in cases where specific permission has been granted by the instructor to postpone completion of required work. This request must be made prior to the end of the semester and should be approved only in cases of illness or other serious emergencies. A student's neglect of coursework during the semester may not be used as justification for this temporary grade.

TO BE COMPLETED BY INSTRUCTOR:

Date _____

1. Incomplete Grade for _____ for the _____ 20____
Course ID Section Semester/Term

2. Reason for Incomplete Grade: _____

3. To complete course requirements, student must do the following – Please be specific: _____

4. When the coursework listed above is completed, the instructor will submit a final grade on a Grade Change Form by the deadline specified on the University Calendar for the current term.

5. Grade to be given this student if incomplete work is not made up _____.

I certify that I understand the terms of this Incomplete Grade Contract.

*Student's Signature _____ Date _____

***Note To Instructors: If the student is unable to sign contract, please indicate nature of communication with student below, submit documentation as appropriate to circumstances and submit with final grade sheet.**

AN INCOMPLETE GRADE CONTRACT MUST BE SUBMITTED FOR EACH INCOMPLETE GRADE ASSIGNED IN A CLASS.

Instructor's Signature _____ Date _____

Campus Address _____ Telephone _____

E-Mail Address _____

INSTRUCTIONS FOR INCOMPLETE GRADE CONTRACT

1. An incomplete grade may be given for extenuating circumstances beyond the student's control (serious illness, personal injury, death in the immediate family, etc.) that arise during a semester.
2. An Incomplete grade is only given when a student can complete the remaining work on an individual basis with the instructor. Re-registration is not permitted to make up the Incomplete Grade.
3. An Incomplete grade, which is not removed within one year of taken, will automatically be changed to the final grade as designated on the Incomplete Grade Contract.
4. **IN CASE OF A STUDENT'S ILLNESS**, the instructor will complete the form and submit documented evidence of illness to the Registrar's Office. In cases of other documented evidence of extenuating circumstances that will prevent the student from signing the form, the instructor will follow the same procedures.
5. The instructor should designate the specific assignments, projects, exams, etc., to be completed in order to remove the Incomplete grade. The overall time used to complete the incomplete is not to extend beyond one year from term an incomplete grade is given.
6. The student retains a copy of the contract; the instructor must submit a copy of the Incomplete Grade Contract with the Grade Sheet at the end of the semester to the Chair and the Registrar's Office.
7. The instructor is responsible for submitting the Incomplete Contract to the Registrar's Office when the contract agreement has been completed.