

INCOMPLETE GRADE CONTRACT

APPLICATION TO DELAY GRADE SUBMISSION DUE TO EXTENUATING CIRCUMSTANCES

POLICY:

1. "INC" is a grade, but designates a temporary delay in assigning a grade.
2. **Application for incomplete grade must be received on or before the last day of classes for the semester.**
3. The time extension will normally be only 7-10 days (end of exam period). Additional time may be arranged for extenuating circumstances.
4. The instructor will indicate the grade the student would receive should the course remain incomplete by the deadline.
5. An "INC" does not affect the GPA until it is changed to a grade.

SECTION A - TO BE COMPLETED BY STUDENT

LAST NAME		FIRST NAME		TWU ID NUMBER
SEMESTER: _____ (year) Spring Fall Summer				
COURSE CODE <small>Ex. PSYC 105</small>	SEC. <small>B</small>	SEM. <small>HRS</small>	COURSE TITLE	INSTRUCTOR
Description of extenuating circumstances beyond your control (attach further information as necessary):				
Attach supporting documentation if applicable.				
_____ Student's Signature			_____ Date	
Work to be completed:				

SECTION B - TO BE COMPLETED BY INSTRUCTOR

Deadline for submission of remaining work:		
Grade if work is not submitted by deadline:		
_____ Instructor Signature	_____ Print Name	_____ Date

SECTION C - TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR

_____ University Registrar Signature (or designate)	_____ Print Name	_____ Date