

Office of the Registrar
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BELLARMINE
UNIVERSITY
IN VERITATIS AMORE

**INCOMPLETE
GRADE CONTRACT**

Updated: 01/15

GUIDELINES ON SUBMISSION OF "I" GRADES

An incomplete "I" grade may be granted, at the discretion of the course instructor, if there is verification of illness, death in the family, or some other extenuating circumstance that has prohibited the student from completing the course work and/or taking a final exam. In the event that the student is unable to sign and submit the form the course instructor may submit it on behalf of the student. In addition to signing this form, the instructor **must** provide a course syllabus, indicating which coursework is yet to be completed. The syllabus is **required** as an attachment to this Incomplete Contract.

LAST NAME

FIRST NAME

STUDENT ID#

Course & Section: (e.g. ENGL 201-01)

Course Title: (e.g. The World of Texts)

Semester: (e.g. Fall 13)

Reason(s) for Incomplete Grade:

Student has completed _____% of the total for the semester with a score of _____ on a scale of 100 points.

Student's last date of attendance/academically related activity: _____

Incomplete grades must be completed no later than the end of the next long semester (summer is not included – unless the student's program requires summer enrollment). An earlier deadline may be required by the instructor.

Deadline for completion if other than end of next semester: _____
(Instructor will be expected to submit grade on this date)

Instructor Certification:

- I HAVE explained to the student the assignments or examinations to be completed for removal of the Incomplete grade and have given a copy of this contract to the student.

Signature of Instructor: _____ Date: _____

Signature of Student: _____ Date: _____

- I HAVE NOT explained to the student the conditions for removal of the Incomplete grade because _____
_____. A copy of this contract will be sent to the student by the Registrar's Office.

Any "I" grade for which a "Change of Grade Request" has not been received by the end of the next full semester (or the deadline for completion listed above) will automatically be changed to the letter grade of "F". Please note that incomplete grades can adversely affect important areas such as financial aid, scholarships, graduation, and the status of individuals on probation. The student should contact the appropriate office for details.

CONTRACT IS DUE TO THE REGISTRAR'S OFFICE BY THE GRADING DEADLINE OF THE SEMESTER IN WHICH THE "I" GRADE IS BEING REQUESTED.

Please retain a copy for the student and the instructor