



HIGH POINT UNIVERSITY

INCOMPLETE GRADE CONTRACT

This contract is to be completed by the instructor for each student to whom a grade of Incomplete is assigned.

Student's Name:		
Student's ID:		
Student's Division: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Graduate		
Course Number, Section, and Title:		
Semester/Session:		
Instructor's Name:		
Instructor's Telephone Number:		
Instructor's Mailing Address:		
Reason for Incomplete Grade:		
Exact Description of Required Work to be Completed by the Student:		
Required Work Must be Received by the Instructor by: (Date)		
Instructor's Signature:		Date:

NOTE: College policy states that a student has one year to complete a grade of "I" and if the Incomplete has not been removed by the end of that period, the grade will become an "F". However, the instructor has the option (and is encouraged) to require a shorter time period for completion of the work.

TO THE STUDENT: It is the responsibility of the student to contact the instructor as soon as possible to make arrangements for completion of the required work.