



# INCOMPLETE GRADE CONTRACT

Student: \_\_\_\_\_

Parkland ID: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_  
Course Prefix      Number / Section

An I (Incomplete) grade may be awarded by a faculty member when a student has completed at least 80 percent of the requirements of a course and has the consent of the faculty member to complete the additional requirements for a quality grade. The required work must be completed by the *end* date of the next term. If the I grade is awarded for the spring semester, the required work must be completed on or before the *end* date of the fall semester. A student receiving an I grade may not continue in a sequential course without faculty/department chair approval. Failure to resolve an I grade within the allotted time will result in a failing grade.

Specific work that must be completed is listed as follows. Faculty may specify timeline for completion of work.

Date by which the required work must be completed: \_\_\_\_\_

Date for completion may extend beyond the end of the next term only with the written permission of the department chair.

**I have read, understand, and agree to the conditions stated above.**

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Office Records:**

Incomplete work completed and change of grade submitted: \_\_\_\_\_  
Signature      Date