

INCOMPLETE (“I”) CONTRACT

TO THE FACULTY MEMBER:

A copy of this agreement will be e-mailed to the student following Dean approval. An Incomplete grade is assigned only during the final grade submission period, ordinarily for illness or other emergencies. *Students must have completed 70% of the course in order to receive and incomplete grade.* All coursework must be completed as soon as possible before the end of the next full semester (fall or spring). Failure to complete the work within the agreed upon time will result in an “F” grade for the course.

TO THE STUDENT:

Due to the fact that you have not completed all requirements for the course listed below you will receive a grade of “I.” If you complete the terms of this agreement during the next semester (fall, summer or spring), the coursework will be evaluated along with all work previously completed, and a grade will be recorded for the course. If the work is not completed, the “I” grade will be changed to a grade of “F.” Re-enrollment in the course is not a valid means to change an “I” grade.

STUDENT: _____ TCC ID #: _____

PHONE #: _____

INSTRUCTOR: _____

COURSE, REFERENCE #, SECTION #: _____

SEMESTER/YEAR: Fall _____ Spring _____ Summer _____

DATE OF AGREEMENT: _____ DUE DATE: _____

(if before the end of the next semester)

The following coursework must be successfully completed to remove the grade of “I” from your transcript:

Signatures (email confirmation is acceptable and must be attached):

Faculty Signature: _____ Date _____

Student Signature: _____ Date _____

Dean Signature: _____ Date _____