

Butler Community College Incomplete Grade Contract

_____ Fall _____ Spring _____ Summer Year _____

Incomplete Policy (from college catalog)

If a student who has been making a passing grade cannot complete the work in a course due to illness (or other sufficient reason), an instructor, at his/her discretion, may enter an "I" temporarily on the student's record at the end of the term when the final grade is submitted. It is the student's responsibility to initiate the verbal or written contract with the instructor. The "I" will change to an "F" if the work is not complete within the first 6 weeks of the following semester (excluding summer), unless an extension of time is granted by the agreement of the appropriate dean and the instructor of the course. The student is entirely responsible for completing the work which will remove the "I".

Student Information:

Student Name: _____ Butler ID: _____

CRN: _____ Course Name and # _____

Reason for requested incomplete grade:


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## **To be completed by instructor:**

All of the following must be true for the student to be eligible to receive a grade of "I":

Instructor please initial true statements:

\_\_\_\_ The student has completed a major portion of the course with a passing grade (C or better).

\_\_\_\_ The student is unable to complete course requirements because of circumstances beyond his or her control.

\_\_\_\_ The student and instructor have discussed the situation and agree that the Incomplete is the best course of action.

\_\_\_\_ The instructor will submit a final grade for the student within a time period not to exceed 6 weeks into the following semester (excluding summer) unless an extension of time is granted by the agreement of the appropriate dean and the instructor of the course. Instructor will be contacted prior to deadline that the grade is due. Course work not completed during the time frame will be changed to the grade of "F".

## **Work to be completed: (attach documentation)**

Due Date for work to be completed: \_\_\_\_\_

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I understand that it is entirely my responsibility to complete that work which will remove the "I".

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____