



OFFICE OF THE REGISTRAR

INCOMPLETE GRADE CONTRACT

An incomplete is given at the discretion of the instructor when the quality of work is satisfactory, but the course requirements have not been completed for circumstances beyond the student's control as determined by the instructor. A request for an incomplete grade must be initiated by the student. This incomplete grade contract must include a contingency grade that will be given if the student completes no additional assignments. The contingency grade is calculated by assigning zero points to missing assignments and this is the lowest possible grade that a student could earn.

STUDENT INFORMATION

Student Name _____

Linfield ID No. _____

Semester/Term:

Fall 20_____

Jan 20_____

Spring 20_____

Summer 20_____

Course Number _____

Course Title _____

Credits _____

Advisor _____

Contingency Grade: A- B+ B B- C+ C C- D+ D F U

Assignments remaining to be completed: _____

How the assignments will be evaluated: _____

Due date for remaining assignments: _____

STUDENT SIGNATURE _____

Date _____

INSTRUCTOR SIGNATURE _____

Date _____

The deadline for completion of incomplete work can be no later than: a) **April 15** for an Incomplete given in a course taken the previous fall semester or January term, and b) **November 15** for an Incomplete given in a course taken the previous spring semester or summer session. This deadline may be extended only if the student successfully petitions the *Curriculum Committee*.

Each incomplete must be accompanied by a contingency grade, computed by assigning a zero grade to the work not completed. This contingency grade will be the final grade recorded for the course if the Registrar does not receive another grade by the contract deadline. An Incomplete must be completed before graduation.