



NEBRASKA INDIAN COMMUNITY COLLEGE

CONTRACT FOR INCOMPLETE GRADE

Student Name: _____ Date: _____

Course Number: _____ Course Title: _____

Term: Fall Spring Summer Year: 20__ - 20__

Instructor's Name: _____

The above student requests an incomplete grade for the above course for the following reason(s):

THE GRADE OF "INCOMPLETE" (I)

Students not able to complete given assignments by the close of the semester in which a course is taken may request an "I" from their instructor. Instructors have the right to approve or deny a request for incomplete. To be eligible for an incomplete, students must have completed at least 50% of their coursework, and submit an official incomplete request form to the instructor.

The Instructor will make a list of the required work that needs to be completed and the date that the work needs to be submitted to be eligible for the changed grade. (All incomplete grades must be resolved by the end of the following semester.)

The "incomplete contracts" must be signed by the student, instructor, and academic dean, and submitted to Registrar's Office. The "I" will be posted to the students record upon completion of the contract and its submission to the Registrar. These contracts must be signed and submitted within 10 days of the last day of the term. The grade of "I" will be changed to the earned grade as designated by the instructor on the incomplete contract. Students carrying "I" grades in good academic standing will be eligible for traditional financial aid release dates in the following term. Students carrying "I" grades in probation or warning standing will not be eligible until satisfactory academic progress (SAP) can be determined with the changed grades.

**Scenario one:
Pace and GPA**

Requesting Term	Second Term	Third Term
Student in <u>good standing</u> : <ul style="list-style-type: none"> • Applies for an incomplete 	Student on warning: <ul style="list-style-type: none"> • Carrying an incomplete • Financial aid will be disbursed on schedule. 	Student on suspension: <ul style="list-style-type: none"> • All "I's" changed to failing. Student returned to Good standing: <ul style="list-style-type: none"> • All "I's" changed to passing.

**Scenario two:
Pace and GPA**

Requesting Term	Second Term	Third Term
Student on warning or probation: <ul style="list-style-type: none"> • Applies for an incomplete 	Student on suspension: <ul style="list-style-type: none"> • When SAP can be determined, financial aid will be assessed 	Pending prior term SAP

Remaining Assignments	Revised Deadline

Deadline for Final Grade Change (before 'I' converts to an 'F'): _____

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Academic Dean: _____ Approved Disapproved

Date: _____