



Policy No. IS100.21  
Northwest Louisiana Technical College

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### Incomplete Grade Contract

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Original Adoption: June 1, 2007  
Effective Date: June 1, 2007  
Last Revision: August 20, 2014

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

Student I.D. No. \_\_\_\_\_ Campus \_\_\_\_\_

Program Major: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Semester: \_\_\_\_\_

#### Incomplete Grades

**“I” Grade** – Represents incomplete coursework. It shall be given only when there are unavoidable and extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An **“I”** shall be awarded only when there is a reasonable possibility that a passing grade will result from completion of the work. The **“I”** grade has no value in computing the grade point average, but is counted in hours attempted. **Students do not re-enroll or pay tuition to complete coursework with the “I” grade.**

- Instructors must submit a Change of Grade form to Academics/Student Records to convert **“I”** grades.
- An **“I”** grade will be converted to an **“F”** if students do not complete all coursework by the first day of mid-term of the next semester.
- An **“I Contract”** must be completed and submitted to Academics/Students Records (See form section below).

**Incomplete Grade Contract**

Deadline Date for Completion of Course Work: \_\_\_\_\_

Course Abbr./No. \_\_\_\_\_ Title \_\_\_\_\_ Section \_\_\_\_\_ Credits \_\_\_\_\_

- Attach a copy of the course syllabus; highlight areas that require work for completion.
- Student Signatures may be waived in cases where the student provides **documentation** that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an “I” contract. Under these circumstances, write “waived” on the student signature line below.
- Extensions may be granted with approval by campus administrator. Extension Deadline: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Administrator (Needed for Extensions Only)

\_\_\_\_\_  
Date Extension Granted

*Policy Reference:* Louisiana Technical College Policy No. IS100.21  
LTC Policy IS.1930.152 Grade Symbols and Designations

Approved:



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Dianne Clark  
Interim Director