



EAST TEXAS BAPTIST UNIVERSITY

ONE TIGER DRIVE ~ MARSHALL, TX 75670 ~ (903) 923-2064 ~ REGISTRAR@ETBU.EDU

OFFICE OF THE REGISTRAR

Incomplete Grade Contract Form

(A student who has substantially completed a course, but lacks certain essentials of performance because of considerations beyond his/her control, may be granted a grade of "I" (Incomplete). In determining eligibility for granting an Incomplete the following guidelines will be utilized)

Guidelines for Assigning Incomplete Grades

1. The student must have completed at least twelve weeks of classes (or a proportionate amount of short terms).
2. The student must not lack more than one-half of the course requirements at the time the contract is approved.
3. The student must not have exceeded the number of absences set forth in the catalog. If the absence limit has been exceeded, an appeal may be made to the Academic Council, and if the appeal is approved, the student will be allowed to proceed with the Incomplete Contract.
4. All work must be completed within four months of the end of the term in which the contract is approved.
5. Successful completion of the Incomplete Contract will entitle the student to a regular grade. Failure to complete the Incomplete Contract will result in a grade of F.
6. Submission of the Incomplete Contract may be initiated by the instructor or the student.

Responsibility of the Instructor

1. In the event the signature of the student is unobtainable at the time the grades are to be submitted, copies of the form will be mailed to the student for signature and returned to the Office of the Registrar. The instructor will be responsible for mailing these forms.
2. The Incomplete Contract is due in the Office of the Registrar by the end of the grade posting deadline for the course.

Student's Name _____ Date _____

Student ID# _____ Term _____

Dept/Course _____ Course Title _____

Reason for granting the incomplete _____

Assignments/requirements to complete course _____

Due Date _____ (not to exceed four months from end of term)

Student's Signature _____ Date _____

I certify that all criteria listed above for issuing an Incomplete are met, or the exceptions are noted below.

Instructor's Signature _____ Date _____

Criteria **NOT** met: Dean of School must approve this application. (All criteria not met are listed below)

Comments/Missing Criterion: _____

Dean's Signature (if required) _____ Date _____

REGISTRAR'S OFFICE USE ONLY

Final Grade Earned _____ Course Completed Date _____

Instructor's Signature _____ Date _____