

LOUISIANA DELTA COMMUNITY COLLEGE

Division of Student Affairs · Department of Enrollment Services

Incomplete Grade Contract

Semester of Enrollment _____ Contract Date _____

Student's Name: _____ Banner ID _____

Instructor's Name: _____

Course Name (ex: CINS 101) _____ Sequence Number _____

Academic Catalog > Admissions Requirements and Policies > Incomplete Grades

A student enrolled in a course in which he /she is in good academic standing ("C" or higher) and is making satisfactory progress, but because of circumstances beyond the student's control cannot complete the course, may request an "I" grade. The student must have been attending classes on a regular basis. The student must initiate the request and both the instructor and student must sign the Incomplete Grade Contract Form. These forms are available from the instructor. The contract will contain the reason for requesting the "I" grade, an outline of the work that is to be completed and the deadline by which the work is to be completed. Unless otherwise stated, work must be completed and the "I" grade converted to a letter grade no later than the last day to withdraw from a class with the grade of "W" (as stated on the Academic Calendar) the semester following the semester the "I" grade was earned. If the "I" grade is not removed, it automatically becomes an "F". Exceptions to this deadline must be approved by the appropriate Dean/Campus Director."

Deadline to turn this completed form with ALL required signatures is the same as the deadline for grades due for the current term.

Reason for "I" Grade

Contract Terms:

Date Deadline for Completion:

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____