



GRADE OF INCOMPLETE CONTRACT

Registrar's Office
 Barry Hall, Room 40
 650 E. Parkway S.
 Memphis, TN 38104-5581
 901/321-3889 Fax: 901/321-3257
www.cbu.edu/Academics/registrar
registrar@cbu.edu

1. Student must contact the instructor and request a grade of "Incomplete".
2. If instructor approves, student and instructor complete form.
3. Student and instructor must sign. Instructor and student keep a copy.

4. The instructor forwards this form to the Dean of the School offering course for Undergraduates or Dean and Graduate Director for Masters. If approved, they will then forward it to the Registrar's Office for posting of the grade of "I." This form must be received in the Registrar's Office no later than one week prior to the deadline for entering grades.
5. **An "I" grade does not satisfy the prerequisite if the course is needed to continue on to the next course. A grade of "I" automatically eliminates a student from the Dean's List.**
6. **IF THE STUDENT FAILS TO COMPLETE THE REQUIRED COURSEWORK BY THE CONTRACT DEADLINE, THE GRADE OF "I" WILL AUTOMATICALLY CHANGE TO A GRADE OF "I/F." PLEASE ALLOW ADEQUATE TIME FOR ASSIGNMENTS TO BE GRADED BY COMPLETION DATE.**

Name: _____ ID#: 899 _____ CBU Email: _____@cbu.edu

Major: _____ Academic Advisor: _____

Have you filed an "Intent to Graduate Application"? Yes No Anticipated date of graduation (Term & Year): _____

Do you receive VA Benefits? Yes No Do you receive the HOPE lottery scholarship? Yes No

Course Information:

Instructor's Name	Course #	CRN	Course Title	Term and Year

Assignments to be completed:

<p style="text-align: center;">COMPLETION DATE:</p> <div style="border: 1px solid black; width: 100%; height: 30px; margin: 10px 0;"></div> <p style="text-align: center; font-size: small;"><i>Grade changes must be turned into the Registrar's Office by this date.</i></p>	<p>Completion Date must be *BEFORE:</p> <ul style="list-style-type: none"> ○ 16 Week Classes: Midterm of following <u>semester</u> (Fall or Spring) ○ 8 Week Classes: End of following <u>term</u> (Aug, Oct, Jan, March, June) <p><u>*Incomplete grade changes must be turned into the Registrar's Office by the close of business on the Friday one week prior to the grade due date for the term.</u></p> <p style="font-size: small;"><i>Note: Any Masters student receiving more than one grade of "I" may be reviewed by Graduate Program Director to determine eligibility to continue in the program.</i></p>	
Signatures		Date
Student		
Instructor		
Dean and/or Graduate Director		