

GATEWAY COMMUNITY AND TECHNICAL COLLEGE

Incomplete 'I' Grade Completion Contract

NOTE: KCTCS Senate Rules, Section V.3.1 – An 'I' grade shall be given only when there is a reasonable possibility that a passing grade will result from the completion of the work. An 'I' grade shall not be given when the reason for the incompleteness is unsatisfactory work.

The instructor does not have the necessary access to the Student Administration System to record a grade of 'I'. Before posting grades for a class, the instructor must submit this form to the Office of the Registrar for any student receiving an 'I'. After the Registrar's staff notifies the instructor that the 'I' has been posted, the instructor may then post all other grades to the grade roster.

Student Name: _____ Student EMPLID: _____

Class Number: _____ Catalog Number: _____

Course Name: _____

School Year: _____ Term: _____ Credit Hours: _____

Reason for incomplete 'I' grade: _____

Specific requirements for completing the course: _____

Projected completion date: _____

(To ensure student success, GCTC recommends all incomplete course work be completed the semester (Fall or Spring) following the issuance of the "I" grade. The time limit may not exceed a maximum of one (1) year. After one (1) year the 'I' will convert automatically to an 'E'.)

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Entered by: _____

Date: _____

