

Appendix A

INCOMPLETE GRADE CONTRACT
Bates Technical College

The grade of "IC" or incomplete is used to indicate the grade has been deferred because the student is unable to complete the requirements of the course during the quarter ***due to reasons beyond his or her control*** (accident, illness, death in family, etc.). The student can successfully complete the course work with no additional instruction. **WARNING:** Incomplete grades might impact the student's financial aid funding eligibility and may affect a student's eligibility to graduate. If the incomplete is not removed, it will be changed to the grade indicated below.

Student name (please print)		Student ID #
Course (department and course number):	Work to be completed to remove Incomplete:	
Quarter taken: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Yr ____		
Date work must be completed (month/day/year format only):	Grade assigned if not completed:	

We, the undersigned, agree to the conditions of this contract.

Student

Date

Instructor

Date

Registrar Use Only

Date grade changed

Date student notified

Change made by