



# Incomplete/Failure Student/Instructor Contract

The grade of I/F can be given when a student has only a small amount of work to complete for a class, and has extenuating circumstances that prevented him or her from completing the work on time. The student must request an incomplete from the instructor on or before the last day of class. The instructor and student must complete this form and the instructor should **keep this form on file**. The instructor assigns the grade of I/F in web registration.

### Attention Faculty and Students

Students who are on academic or financial aid probation should be aware that choosing to receive an incomplete may result in serious academic or financial aid consequences. Students on academic or financial aid probation are strongly encouraged to speak with their advisor and financial aid before requesting an incomplete.

Student Name		Instructor Name	
Student ID		Instructor Phone	
Student Phone		Semester & Year Course Taken	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
Course Number/ Section	_____ / _____	Deadline for completion of coursework. Instructor reserves the right to set a deadline before the grading deadline (see reverse):	<input type="checkbox"/> Fall <input type="checkbox"/> Spring Date: _____
Course Title			

**Work to be completed:**

**Failure to meet deadlines for work submission to instructor will result in a grade of F**

**Student**

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I have read the information, including that on the reverse and understand that it is my responsibility to submit the completed course work to the instructor before the deadline the instructor sets. Any coursework submitted after the deadline will not be accepted by my instructor, and my grade will convert to an "F".

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor**

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I have read the information including that on the reverse and understand that work submitted after the deadline for grades cannot be accepted. I will assign the grade of I/F in web registration. I agree to submit the final grade to registration, through web grading.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**See Reverse for Detailed Policies and Procedures**

## Policies and Procedures for the Incomplete

### Policy as per the Catalog:

Naropa allows a grade of incomplete/failure (I/F), which is granted to students who have fallen behind in their work due to exception, unforeseen circumstances. I/F grades are appropriate when 1) there are extenuating exception circumstances, and 2) only a small portion of the course requirement remains to be completed. I/F grades are assigned by the instructor as his or her discretion. I/F grades allow students on additional semester to complete the work. Summer is not considered a semester. The instructor may set an earlier deadline for submission for coursework at his or her discretion. It is the student's responsibility to finish the work in time for it to be evaluated, graded and the grade submitted to the registrar by the grading deadline of the following semester. Failure to complete the work by the deadline will result in a final grade of "F" for the course. Extensions of time are considered only for fully documented medical or family emergencies.

### Procedure:

Faculty may assign a grade of "incomplete" (I/F) directly in Web Grading.

Faculty should require the student to present them with the I/F Contract (available on the web at <http://www.naropa.edu/registrar/forms.cfm>). This form is for your records and there is no need to submit it to registration. The contract will be your way of confirming that the student knows what coursework is required of them and when that coursework is due to you. You are allowed to set those deadlines earlier than the maximum extension the I/F policy permits (the end of the following semester).

Faculty are not obligated to assign a grade of I/F simply because a student requests one. I/Fs are only for situations where only a small amount of work remains to be completed at the end of the semester and where the student has experienced extenuating circumstances preventing the timely submission of coursework. It is completely appropriate for faculty members to ask students for documentation of those extenuating circumstances.

SAS will email all students who have been assigned an I/F, reminding them of their incomplete and that they must adhere to the deadlines for completion of the coursework. The deadline for final grade submission is the last day of grading in the following semester (not including the summer sessions).

SAS will automatically change the grade to an "F" in cases where, by the subsequent semester, the instructor has not assigned a grade.

Any student who requests additional time beyond the deadline for the I/F should be directed to his or her advisor. Extensions are granted only rarely and in the case of documented medical or family emergency that kept the student from completing their work. Faculty may be asked for a statement of support.

### The Deadlines for The Completion Of An I/F:

Semester	Deadline to for Grade Submission	Deadline for Work
Fall	Grading deadline for next spring semester	Set by instructor
Spring	Grading deadline for next fall semester	Set by instructor
Summer	Grading deadline for next fall semester	Set by instructor