



Granite State College

Office of Academic Affairs

INCOMPLETE GRADE CONTRACT

Please read the [Incomplete Grade Procedures](https://www.granite.edu/current-students/registrar/forms-faqs/) prior to filling out this form: <https://www.granite.edu/current-students/registrar/forms-faqs/>

Section 1. Student Instructions: Please fill in **all** fields below, sign and submit to your instructor by the last week of your course.

<u>Student GSC ID*:</u>	Student First & Last Name:	Student Granite Email:	
Term & Year of Course:	Course/Section:	<u>CRN*:</u>	Instructor:
Course Title:			Instructor Granite Email:

**Required*

1. Please state the reason(s) **and** attach supporting documentation for requesting an Incomplete grade:

2. List remaining work to be completed, explaining in detail the type of assignment, its components, how it will be submitted, and the expected completion date:

Remaining Work To Be Completed	Explain in detail method by which work will be completed
1.	1.
Date to be Completed by:	

Student Signature:

Date:

X _____

ID:

Name:

Section 2. Faculty Instructions: Please review and ensure all parts in this contract are filled before signing and submitting. **This contract must be submitted by the last day of the course.**

Extend Online Course Availability to the Student:

Yes, until this date: _____

Not needed

Last Date of Participation (LDP)	LDP is demonstrated in Canvas YES__ NO__ If no, attach documentation of LDP
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Final Grade Submission Date:	Instructor Signature: X
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Maximum allowable times to submit work and grades can be found below.

To email this contract: Send from your granite.edu email to gsc.incompletes@granite.edu. **To mail this contract:** Send to Office of Academic Affairs, Granite State College, 25 Hall Street, Concord, NH, 03301.

Maximum allowable time to submit work and grades:

<u>Term</u>	<u>Deadline</u>	<u>Description</u>
Fall Term	February 1st February 14th	Work from student to faculty Grades from faculty to GSC
Winter Term	June 1st June 14th	Work from student to faculty Grades from faculty to GSC
Spring Term	September 1st September 14th	Work from student to faculty Grades from faculty to GSC
Summer Term	November 1st November 14th	Work from student to faculty Grades from faculty to GSC

The final grade must be submitted to gsc.grades@granite.edu. If a final grade is not submitted, the incomplete grade on the student’s record will automatically change to an “F” after the deadline stated. If the student wishes to file an academic petition, they must reach out to the faculty.