



# Granite State College

## Office of Academic Affairs

### INCOMPLETE GRADE CONTRACT

Please read the [Incomplete Grade Procedures](http://my.granite.edu/forms-faqs) prior to filling out this form: <http://my.granite.edu/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.

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

*\*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
<b>Date to be Completed by:</b>	

**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.**

<b>Extend Online Course Availability to the Student:</b>	
Yes, until this date: _____	Not needed

<b>Final Grade Submission Date:</b>	<b>Instructor Signature:</b>
	<b>X</b>

*Maximum allowable times to submit work and grades can be found below.*

**To email this contract:** Send from your go.granite.edu email to [gsc.incompletes@granite.edu](mailto: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	<b>February 1st</b> <b>February 14<sup>th</sup></b>	Work from student to faculty Grades from faculty to GSC
Winter Term	<b>June 1<sup>st</sup></b> <b>June 14<sup>th</sup></b>	Work from student to faculty Grades from faculty to GSC
Spring Term	<b>September 1<sup>st</sup></b> <b>September 14<sup>th</sup></b>	Work from student to faculty Grades from faculty to GSC
Summer Term	<b>November 1<sup>st</sup></b> <b>November 14<sup>th</sup></b>	Work from student to faculty Grades from faculty to GSC

The final grade must be submitted to [gsc.grades@granite.edu](mailto: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.