



INCOMPLETE GRADE CONTRACT

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax
5500 East University Way - Nampa, ID 83687 - www.cwidaho.cc

Instructors: All grades of (I) Incomplete must be accompanied with an Incomplete Grade Contract. Please complete this form and return it to One Stop Student Services. The student and the instructor will receive an email confirmation when the change has been posted.

INSTRUCTOR NAME _____

INSTRUCTOR ID _____

CWI INCOMPLETE GRADE POLICY

Instructors: You may assign an (I) grade for incomplete course work; however, this grade should be given only when the majority of the assigned work has been completed. When the instructor gives a grade of (I), he/she is required to turn in this form showing what class work is outstanding for the student.

Students: The grade of (I) may be assigned only in a course where a student is maintaining a passing grade and when the instructor judges the student's inability to complete the course due to legitimate causes. A term grade of (I) must be made up during the succeeding calendar year. If not, the grade will automatically be changed to an (F).

STUDENT AND COURSE INFORMATION

STUDENT NAME _____

STUDENT ID _____

Semester: Fall 20____ Spring 20____ Summer 20____

Course Number: _____

Course Title: _____

Credits: _____

TERMS OF INCOMPLETE CONTRACT

Coursework needed for course completion:

Due Date:

SIGNATURES

Signing this document is an acknowledgement by the student and instructor that they understand and agree to the terms of resolving the incomplete grade.

STUDENT SIGNATURE _____

DATE _____

INSTRUCTOR SIGNATURE _____

DATE _____

CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with College of Southern Idaho (CSI). CSI is accredited through The Northwest Commission on Colleges and Universities (NWCUU).