

An incomplete grade (“I”) may be given with instructor approval and only in unusual circumstances that are beyond the control of the student. An “I” cannot be granted if a student is failing or has not completed a substantial portion of the course.

Instructions:

(Make a copy of this form in order to fill it out online. However, a signature will be required.)

1. Student and instructor work out a plan to complete the course within 4 months of the end of the semester.
2. Student and instructor complete and sign this form.
3. Instructor gets approval from their Department Chair/Program Director.
4. Instructor completes the [Incomplete Contracts Google form](#) and uploads this learning contract.
5. Student completes coursework.
6. Instructor updates student’s final grade in Workday.

An “I” must be updated to a final grade within **four months** after the end of the registration term (or by the summer grading deadline if the student intends to graduate in the summer). Otherwise, the “I” will convert to an “F” grade.

Signed form must be returned to the instructor’s Department Chair/ Program Director and Associate Provost by the grade submission deadline for the term of registration.

1. Student & Instructor Contact Information:

	Student	Instructor
Name (last, first)		
Hamline ID		
Student: HU email Instructor: Best email		
Phone		

2. Course Information:

Term (fall, winter, spring, summer): _____ Year: _____

Subject Code	Course Number	Section	Course Title

3. Reason for Incomplete:

4. Learning Plan:

Use the chart/ space below to document the plan and timeline to finish coursework (add additional pages if necessary).

Assignment	New Due Date	Notes (as applicable)

5. Required Signatures:

Print and sign in ink, or draw your signature with a mouse or touchscreen device. Typed signatures are not accepted. Approval emails from Hamline email addresses are also acceptable in place of a physical signature.

Student: _____ Date: _____

Instructor: _____ Date: _____

Department Chair/Program Director: _____ Date: _____