NICOLET AREA TECHNICAL COLLEGE
INCOMPLETE GRADE CONTRACT

By signing the following contract for a grade of Incomplete, I confirm my understanding of the following policies:

- To receive an Incomplete, a student must have already completed 50% of the course.
- The deadline to receive an Incomplete grade is 4:00 p.m. seven (7) calendar days prior to the end of the course.
- Once given, the Incomplete grade cannot be changed to a Withdrawal grade.
- An Incomplete grade can be carried for only one semester (summer session does not count as a semester). Less than semester length courses will be adjusted accordingly.
- If a letter grade is not issued by the contract completion date below, the Incomplete will be converted to a grade of "F" on my transcript by the Records Office.

_____ _____
Student's Name Student's I.D.

_____ _____
Course Title Course Number

_____
Semester

The following coursework needs to be completed: (Instructor to fill in)

Date by which work is to be completed: _____

I have requested an Incomplete grade for the above coursework and agree to complete the requirements listed above.

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

Instructor: *This form is due in the Records Office by 4:00 p.m. 7 days prior to the last day of the course. Records office will send a copy to the Dean.*