Appendix A

INCOMPLETE GRADE CONTRACT

Bates Technical College

The grade of "I" or incomplete is used to indicate the grade has been deferred because the student is unable to complete the requirements of the course during the quarter ***due to reasons beyond his or her control*** (accident, illness, death in family, etc.). The student can successfully complete the course work with no additional instruction. *WARNING*: Incomplete grades might impact the student's financial aid funding eligibility and may affect a student's eligibility to graduate. If the incomplete is not removed, it will be changed to the grade indicated below.

<table>
<tr><td colspan="2">Student name (please print)</td><td>ctcLink ID #</td></tr>
<tr><td>Course (department and course number):</td><td colspan="2" rowspan="2">Work to be completed to remove Incomplete:</td></tr>
<tr><td rowspan="2">Quarter taken:
☐ Fall
☐ Winter
☐ Spring
☐ Summer
Yr _____</td></tr>
<tr><td colspan="2">Planned impact to upcoming quarter:</td></tr>
<tr><td colspan="2">Date work must be completed (month/day/year format only):</td><td>Grade assigned if not completed:</td></tr>
</table>

We, the undersigned, agree to the conditions of this contract.

_____ _____

Student Date

_____ _____

Instructor Date

_____ _____

Dean Date

Registrar Use Only

_____ _____ _____

Date grade changed Date student notified Change made by

Revised 12/2024