TO: Faculty Senate

FROM: Academic Advising Council (AAC)

RE: AR 17 Implementation

DATE: December 28, 2006

Dear Faculty Senate;

The AAC would like to thank the Faculty Senate for allowing our input to the process of implementing the new AR 17. We believe a standardized University-wide contract is necessary to ensure appropriate and consistent follow-through when an “Incomplete” grade has been awarded. We also believe such a contract will enable successful reinforcement of the intent of the AR.

Note: the AAC is concerned that this contact must in some way be linked to the faculty’s ability to award an “I” grade through Banner.
# Contract for Completion of Incomplete ("I") Grade

**Student Name** __________________________

**ID #** __________________________

**Course Prefix and number** __________________________

**Course Title** __________________________

**Credits** __________

**Instructor** __________________________

**Term taken** __________________________

**Date of Contract** __________

**Date Coursework to be completed by**
(up to one year)

**Remaining work to be completed (PLEASE ATTACH SYLLABUS & highlight items noted below):**

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<tr>
<th>Work</th>
<th>pt. value/total possible</th>
<th>or</th>
<th>% value of total pts.</th>
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**Student’s default grade** (if remaining work to be completed is NOT turned in, the grade the student would earn):

_______________

I understand that unless the student completes the above listed course work by the completion date stated, the grade for this class will revert from an “I” to the Student’s default grade noted above.

**Student** __________________________

**Date** __________

**Instructor** __________________________

**Date** __________

**FACULTY,** A COPY OF THIS AGREEMENT SHOULD BE PROVIDED TO:
Department Head, Student’s Academic Advising Office, the student, the faculty member of record.