



Incomplete Grade (I) Contract

MAILING ADDRESS: P.O. BOX 2503, NEW WESTMINSTER, B.C. V3L 5B2

INSTRUCTIONS:

1. The Student and Instructor complete the Contract.
2. The Instructor retains the 4th copy (goldenrod).
3. The Student retains the 3rd copy (pink).
4. The Instructor forwards the first two copies (white and yellow) to the Office of the Registrar when contract is drawn up. The white copy will be retained by the Office of the Registrar and the yellow will be forwarded to the Chairman or Director.
5. By the expiry date of the contract a **Change of Grade Form** must be submitted by the Instructor to the Office of the Registrar.

DATE _____ **SEMESTER** _____

(A) STUDENT'S NAME _____ STUDENT'S NUMBER _____
COURSE NAME AND NUMBER _____

(B) REASON FOR THE CONTRACT: _____

(C) IN ORDER TO COMPLETE THE COURSE, THE ASSIGNMENT(S) BELOW MUST BE COMPLETED BY THE FOLLOWING DATE: _____

(IF THE ABOVE SPACE IS INSUFFICIENT TO DESCRIBE THE ASSIGNMENT(S), PLEASE, ATTACH A PAGE).

(D) IF THE STUDENT DOES NOT FULFILL THE CONTRACT, THE GRADE TO BE AWARDED IS _____

Instructor's Signature Student's Signature

Chairman's/Director's Signature

FACULTY MEMBER MUST SUBMIT A GRADE TO THE **OFFICE OF THE REGISTRAR** WITHIN 10 DAYS FROM THE EXPIRY DATE OF THIS CONTRACT. PLEASE CHECK ONE:

- CONTRACT NOT FULFILLED.
- CONTRACT FULFILLED. GRADE AWARDED _____

INSTRUCTOR'S SIGNATURE: _____

OFFICE USE ONLY

GRADE ENTERED ON PERMANENT STUDENT RECORD _____

DATA ENTERED BY _____ DATE _____