An incomplete should be given in the rare instance when a student has, for example, a medical or personal emergency which prohibits the successful completion of a course. An incomplete grade is not for a student who is doing poorly in a course. Such a student may either withdraw from the course prior to the published deadline or receive the grade earned in the course. Incomplete coursework must be completed with the original instructor of the course. The instructor, the student, and the advising office (S4-175) must all be provided with a copy of this signed contract. Incomplete arrangements without a contract will not be honored.

Student name: ____________________________  B#: __________________________

Semester/Year: ________________  Course #: __________________________  Section#: __________

Please list the work already completed with the grades for each item:

Please list below the work to be made up, a plan, and a timetable:

Date by which ALL work for the course is to be completed: _________

If the work is not complete by the specified date above, the new grade will be: ____________

*Students must initial each statement below:

_____ It is my responsibility to request arrangements for the completion of the work.

_____ The work MUST be completed by the time stipulated in the contract, and no later than one year from now.

_____ If the remaining work for the course as defined in the contract is not completed on schedule, the instructor will convert the “I” to the grade indicated above.

Student’s Signature: ____________________________  Date: __________

Instructor’s Name: ____________________________

Instructor’s Signature: ____________________________  Date: __________