INCOMPLETE GRADE CONTRACT

Date:

Faculty Name:

Student Name:       ID Number:

Course:       Section:       Semester/Year:

Grade up to this point:

Coursework to be completed and due date:

 Exams/Quizzes:

 Required Reading/Papers/Homework:

 Presentations:

 Other:

A grade of Incomplete is to be assigned only under extraordinary circumstances.

I understand that I am being given an incomplete grade (I) which will be changed to a grade only upon the completion of coursework as stated above. Grades of incomplete which have not been changed within 12 months of the conclusion of the semester in which they were assigned are automatically changed to an F.

Professor Signature Student Signature