

## Contract for conversion of Incomplete to a grade

An *Incomplete* may be granted by an instructor when a student has completed most of the coursework, but due to circumstances beyond the student's control, the student is unable to complete the course on time.

Student's name \_\_\_\_\_

Course prefix \_\_\_\_\_ Credit hours \_\_\_\_\_ Instructor \_\_\_\_\_

Term course taken: Fall \_\_\_\_\_ (year) Spring \_\_\_\_\_ (year) Summer \_\_\_\_\_ (year)

Reason *Incomplete* was given:

A grade to convert the *Incomplete* must be received by the Registrar's Office no later than 6 months from last day of classes of term that the course was taken; if not received, the *Incomplete* will automatically change to an irrevocable *Withdraw*, which may have financial implications for the student, as outlined on the Graduate School web site. Normally 6 months is not required for a student to convert the *Incomplete* (e.g., student missed last two weeks of class, so needs approximately 2 weeks extension). The instructor may and in almost all cases should set an earlier deadline. Whenever possible, work should be completed before the next term starts, so that the student does not have to carry an overload. If the student's funding appointment ends within the 6-month period, normally re-appointment funding by Graduate School funds will not be extended until the *Incomplete* is converted to a grade. By granting an *Incomplete*, the instructor is indicating availability for this period in terms of consultation and grading.

The instructor's deadline for submitting the grade will be \_\_\_\_\_ and, therefore, the student must meet all of the requirements by \_\_\_\_\_ so that the instructor has sufficient time to complete the grading.

The remaining requirements for completion of the course (continue on back of page as needed):

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor should keep original; student should keep a copy; and a copy should be filed in the department's file about the student.