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 (S4-230B) 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: ____________