

## Binghamton University Psychology Department Incomplete Contract

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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: \_\_\_\_\_