



Graduate School Incomplete Contract

A mark of "incomplete" is offered entirely at the instructor's discretion as a temporary measure for extenuating circumstances. Incompletes in courses at the 400 or lower level are treated differently from incompletes in 500-, 600-, 700-, and 800-level courses.

Student's Last Name First Name M.I.

Studnet University ID Number (UID) Semester

Course Prefix Course Number Course Suffix Section Number Credit

Terms of the Incomplete Contract

- 1. The following work must be completed to remove the mark of "I."

Three horizontal lines for writing details of work to be completed.

- 2. The work specified above shall be completed by \_\_\_\_\_ (date). Normally students are expected to complete course work by a date 12 months from the beginning of the semester term of initial enrollment in the course.

For courses at the 400 or lower level only—

- 3. If the remaining work of the course, as defined above, is not successfully completed by one year from the end of the course, the "I" will be automatically converted to a mark of \_\_\_\_\_. This information will be entered on the electronic grade sheet by your instructor.

Both the instructor and the student, as indicated by their signatures below, agree to the above terms of the Incomplete Contract.

Instructor's Signature Date

Student's Signature Date

Copies sent/given to \_\_\_\_\_ Student \_\_\_\_\_ Advisor \_\_\_\_\_ Director of Graduate Study