

Arts & Administration Program—CONTRACT FOR GRADE OF INCOMPLETE

An incomplete may be issued when the quality of work is satisfactory, but some minor yet essential requirement has not been completed, for reasons acceptable to the instructor. The student will be responsible for requesting an **incomplete** for a course and negotiating a **contract** with the faculty member to complete the course requirements. An **incomplete** is granted *at the discretion of faculty* and WILL NOT be granted without a signed contract. This form will serve as the contract that outlines, in writing, the requirements for clearing the **incomplete**, including a deadline for **completion**. Both the student and the faculty member will receive a copy of this **contract**. The faculty will place her/his copy of the contract in the student's permanent file in the AAD Program Office. The student is responsible for meeting the terms of this **contract** by the agreed-upon deadline. The faculty member is responsible for ensuring that a grade is reported no later than three weeks after receipt from the student of all work identified as needed to fulfill this **contract**.

SECTION A

To be completed by the student and given to the instructor at the time an **Incomplete** grade is requested.

Name: _____ Date: _____ ID: _____

Email: _____ Phone: _____

Address: _____

Course Number: _____ Title: _____ Instructor: _____

CRN: _____ Term: _____ Year: _____

1. Reason for **Incomplete** Request:

2. I expect to be unable to complete the following course requirements:

Student Signature: _____ Date: _____

SECTION B

To be completed by instructor. Be explicit in the event that unexpected circumstances prevent you from processing the change of grade yourself.

1. The student must complete the following work:

2. Deadline for work to be completed: _____

Alternative Grade*: _____, based on progress in the course at the time the "I" was requested.

Instructor Signature: _____ Date: _____

*ALTERNATIVE GRADE is the final grade to be awarded if the student does not complete the missing work by the established deadline.