



Incomplete Grade Contract

Student and Course Information		
Student Name		UPSID
Semester	Year	Course (Department, Number, Section)
Instructor Name		Instructor Overseeing Incomplete (if different)

Assignments To Be Completed	Due Date*

**No later than the end of the second week of the next regular semester.*

Default Grade
If the above work is not completed, a grade of _____, or an F if not specified, will be recorded as the final grade.

Guidelines for Incomplete Grades
<ul style="list-style-type: none"> It is the student's responsibility to request an Incomplete from their instructor by the final day of the semester when a limited portion of the coursework remains unfinished because of illness or other exceptional circumstance. The Registrar will record the Incomplete (I) grade in the grade roster when the contract is submitted. Incomplete work must be completed by the end of the second week of the next regular semester, or by an earlier deadline outlined by the instructor on the contract. The final grade must be submitted by the instructor to the Office of the Registrar no later than the third week of the next regular semester. If a grade is not submitted, and if an extension has not been granted, then the Registrar will record the default grade from the contract on the student's academic record. An extension may be requested when unforeseen circumstances occur which prevent completion of the work during the period covered by the Incomplete. The Registrar has the authority to grant or deny the extension request. If supported by the instructor, a formal request should be submitted to the Registrar. The full Incomplete Grades policy can be found in the <i>Academic Handbook</i>.

I understand the Incomplete Grade guidelines and agree to the terms outlined in this contract.

Student's Signature Date

Instructor's Signature Date

Overseeing Instructor's Signature (if different) Date