

Incomplete Grade Contract

A grade of “I” (incomplete) may be given when course work or research is, for what the instructor views as valid reasons, not complete. The student who receives an incomplete grade is passing the course, and has already completed a substantial quantity of the work required.

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| --- | --- | --- | --- | --- | --- |
| Student Name: | Enter text. | | | | |
|  |  | | | | |
| URID: | Enter text. | Course #: | Enter text. | Semester/Year: | Enter text. |
|  |  | | | | |
| Course Title: | Enter text. | | | | |

Description of work to be completed:

|  |
| --- |
| Enter text. |

|  |  |
| --- | --- |
| The last date by which work must be completed: | MM/DD/YYYY |

Note: ***Maximum time allowed is 2 months from last day of classes in the semester in which the course is taken.*** *Extensions are* ***not*** *permitted.*

Grade must be submitted on a Supplemental Grade Change Notice within one week of the completion date. If contract is not fulfilled by specific date, the incomplete grade will automatically convert to an “E” (failure) grade. **This grade cannot be changed.**

Note that an Incomplete Grade Contract cannot be accepted without all three signatures below.

|  |  |
| --- | --- |
|  |  |
| Student Signature | Date |
|  |  |
| Instructor Signature | Date |
|  |  |
| Graduate Program Director Signature (graduate students only\*) | Date |

*\*non-graduate students require only the student’s and instructor’s signatures*

*Submission Instructions*

*The student is responsible for collecting all signatures and submitting to* [*registrar@rochester.edu*](mailto:registrar@rochester.edu) *with Cc to the instructor and, if applicable, the graduate program director, and the graduate program coordinator.*