

Political Science Department
CONTRACT FOR GRADE OF INCOMPLETE

The grade of Incomplete can be given by an instructor only when the quality of work is satisfactory but a minor yet essential requirement of the course has not been completed for reasons acceptable to the instructor. When a student has received an incomplete for a course, the student will be responsible for negotiating a contract with the faculty member to put in writing the requirements for clearing the incomplete, including a deadline for completion. Both the student and the faculty member should receive a copy of this contract. The student is responsible for meeting the terms of that 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:		Major(s):	
Email:		Phone:	
Address:			
Course:	CRN:	Term:	Year:
Title:		Instructor:	

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. Provide the form to the Undergraduate or Graduate Coordinator in 936 PLC.

1. The student must complete the following work:

2. Deadline for work to be Completed:_____ *Alternative Grade:_____

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.***