

Contract for an Incomplete Grade

In order to receive an incomplete grade, it is the student's responsibility to submit a completed contract to Graduate Liberal Studies prior to the last day of class. Contracts not signed by both student and professor will not be honored.

To be completed by the student:

Student Name: _____ Student ID #: _____

TERM: __Fall __Spring __Summer YEAR: _____	Course Number _____ Section _____ (Ex. LS 280) (Ex. 42) Course Title _____ Print Professor's Name _____
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Reason for Incomplete:

To be completed by the professor:

In order to remove the incomplete, the following course work must be completed:

THE DATE BY WHICH COURSE WORK MUST BE COMPLETED: _____

NOTE TO PROFESSOR: Grade changes are to be submitted by sending a signed memo to the Registrar's Office. The professor is responsible for submitting a grade change for the above course by the deadline noted **but not later than the end of the next full semester**. Unresolved incomplete grades will administratively be changed to "IP" (incomplete permanent).

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

Student distributes copies as follows: **Original** - Submit to Graduate Liberal Studies
Make one copy for the professor
Make another copy for your personal record