

INCOMPLETE GRADE CONTRACT

At the discretion of the Instructor, the option I (Incomplete) may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course during the term of enrollment. The instructor must approve such reasons before the date when grades must be reported. Typically, an Incomplete is given when a student needs additional time to complete one or perhaps two remaining assignments/exams/projects. This symbol may be used only if the student's prior academic performance and class attendance in the course has been satisfactory.

Student ID: _____

Email: _____@udc.edu

Last Name

First Name

Middle I.

Semester/Year: ☐ Spring ☐ Summer ☐ Fall _____
Year

COURSE INFORMATION

CRN	DEPARTMENT	SUBJ. CODE/COURSE#	SECTION#	# OF CREDITS

List the remaining requirements below:

- _____
- _____
- _____
- _____

Student's Grade at this point: _____

Other pertinent information which will be of help in accurately evaluating this student in absence of the Instructor:

Deadline date by which work must be completed: _____
(Refer to the Academic Calendar for the University deadline under "Deadline for Clearing Incomplete Grades".)

DEFAULT GRADE

The student will have defaulted on this agreement if all required work is not submitted on time. The faculty member must specify the grade that should be recorded in place of the "I" in the event that the student fails to fulfill this agreement.

The default grade, recorded as the final grade should the submission deadline not be met, is _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____