INCOMPLETE GRA DE CONTRACT
Woods College of Advancing Studies
Incomplete Grade Policy

All required work in a course must be completed by the date set for the final exam. In cases of extenuating circumstances and with appropriate documentation, the instructor may use their discretion to issue a temporary grade of Incomplete (I). A contract for an incomplete may only be issued if the work that is missing is less than 25% of the required work in the class

If the faculty member agrees to a grade of Incomplete, a formal contract with outstanding work and deadlines is needed and must be sent to the appropriate WCAS Associate Academic Dean for approval. 2QFH DSSURYHG\ WKH HDV D JUDGH RI ,QFRPSOHWI WKH ZRUN WKH IDFXOW\ ZLOO Unresolved Incompletes will UDGH LQ $JRU automatically be changed to a grade "F" on March 1 for the fall semester, August 1 for the spring semester, and October 1 for the summer.

Instructions:

- ƒ Incomplete grades must be accompanied by an Incomplete Grade Contract between the instructor and the student, detailing all outstanding work to be performed by the student and specifying all deadlines for submission of this work.
- ƒ The grade of "Incomplete" may be assigned only if the student and the instructor have agreed to the conditions as listed below.
- ƒ Deadlines for the completion of work under this contract must meet those specified in the policy statement.
- ƒ Incomplete Grade Contract must first signed by both student and the instructor and then the Associate Dean, who will have a copy of the contract placed in the student file. This contract must be on file before the "I" grade has been reported by the Instructor on the Grade Sheet.
- ƒ Incomplete Grade Contracts must be approved by the appropriate Woods College of Advancing Studies Academic Associate Dean

First Name:

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Signatures

Student:

,nstructor:

Graduate Program Director: (Graduate students only)

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