CONTRACT FOR A GRADE OF "INCOMPLETE"
The College

A grade of "I" (Incomplete) should be given only when there are circumstances beyond the student's control, such as illness or personal emergency, that prevented the student from finishing the course work on time. Normally, students who receive "I" grades are passing the course, and have already completed a substantial quantity of the work required. A one-semester limit exists for completion of the course unless the College permits an extension. (Extensions are routinely granted when students are expected to complete their work by attending the course the next time it is offered, if the course is taught only once a year.) Work not completed during one semester may jeopardize the student's program and academic status in an ensuing semester, a factor to be considered when a deadline is set. Further information is available in the Advising Handbook at: https://www.rochester.edu/college/ccas/handbook/incompletes.html

_____   _____   _____
Student's Name   Student ID Number   Class Year

_____   _____
Course Number and Title   Semester & Year of course (Ex. Fall 2014)

Description of work to be completed:

The last day by which work must be submitted to instructor:

_____
Month   Day   Year

_____   _____
Signature of Student   Signature of Instructor

_____   _____
Date   Date

If a grade has not been submitted by the deadline noted above, the Dean will notify the student, who is at liberty to consult with the instructor. Unless the instructor requests an extension or submits a grade within two weeks of the Dean's letter, the Registrar will be notified to convert the "I" to "E" or to the grade noted below.

Grade to be awarded if
terms of this contract
are not met: _____

Signature of the instructor: _____

Adobe Acrobat Recommended.

1. Student fills out form and digitally signs.
2. Student emails form to instructor. Instructor reviews, modifies, and digitally signs. Instructor can email final draft to student, save a copy for their records, and email to Undergraduate Records at CCASRec@UR.Rochester.edu
3. Records will monitor deadline date and notify student when deadline has expired. Instructor is expected to submit grade within two weeks after the deadline of the contract unless notifying Undergraduate Records of an extension.