

Contract for Notation of Incomplete



A notation of "I" (Incomplete) should be given in cases where a student finds themselves unable to complete work due to circumstances beyond their control such as illness or personal emergency. All requests for an incomplete notation require approval from both the instructor of the course and the College Dean's Office. An incomplete notation will allow the student to complete the outstanding work after the semester has ended.

UR ID Number Student Last Name Student First Name

Note: All fields are required

Term Year Course Number (xxxx abc-1) Course Title

Description of Work to be Completed:

Deadline for Completion: _____
The deadline must be within one semester.

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

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Dean's Office Signature: _____ Date: _____

Submission Guidelines: This form should begin with the instructor and the student. Once signed by both parties for the agreed upon contract, it must be submitted to the Dean's Office for review at college.academicaffairs@rochester.edu. If approved, it will be submitted to the Office of the University Registrar for processing.