

Incomplete Grade Contract

Student's Name: _____ Student's ID Number: _____

Instructor's Name: _____

The above named student will be assigned a grade of "I" in _____,
(Course Number)

_____, for the _____ semester, _____.
(Course Title) (Fall, Spring, Summer) (Year)

In return, the student must comply with each of the conditions set out below. Failure on the student's part to meet these conditions will result in a grade of "F".

Conditions

Letter grade on work completed to date: _____

Grade assigned to work completed to date comprises _____ percent of the final grade.

I have read, understand, and agree to comply with the statement and conditions set out above.

(Student's Signature) (Date)

(Instructor's Signature) (Date)

(See instructions on reverse side of this page.)

1. A grade of I may not be reported to the Office of Admission and Records for a student enrolled in an economics course until this contract has been completed in triplicate and signed by both the student and the instructor.
2. If the instructor must report a grade in an economics course for a student who otherwise is eligible to be given an I grade in the course but who has not signed this contract in triplicate, the instructor must report a grade of F. Subsequently, when this contract has been signed, a Grade Modification Form can be filed by the instructor, changing the F to an I.
3. When a grade of I for a student in an economics course is to be reported by the instructor to the Office of Admissions and Records, this contract must be completed in triplicate and each copy signed by both the student and the instructor in the course. One copy of the signed contract is to be given to the student, one copy is to be retained by the instructor, and in the case of undergraduates the third copy is to be filed in the Office of the Department Chairman. For graduate students, the third copy of this contract is to be filed in the Office of the Graduate Coordinator for Economics.
4. In the space in this contract entitled "Conditions," the instructor must specify in detail all work that is to be completed in order to remove the grade of I, including the date by which the required work is to be completed, how the semester letter grade is to be computed, and any other relevant conditions for awarding a final grade in the course.