

**INCOMPLETE CONTRACT**  
**(to be completed by student)**

In extraordinary circumstances- and at the discretion of the instructor- incompletes may be given as an interim grade. In order to request an incomplete the student must be considered in good academic standing (i.e., consistent attendance- see Silberman hand book for full criteria) and have completed a minimum of 50% of assigned work.

Student's Name \_\_\_\_\_ DATE \_\_\_\_\_

Empl ID# \_\_\_\_\_ Contact # \_\_\_\_\_

COURSE Name and SEMESTER \_\_\_\_\_

Professor's Name \_\_\_\_\_

Date for Completion \_\_\_\_\_

Submission of current outstanding work (including description of work due):

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature (or attach email verification):

\_\_\_\_\_ Date \_\_\_\_\_

**\*\*By signing this form the student acknowledges acceptance of the agreement entered into with their Professor. Failure to complete and submit acceptable work by the stated deadline will result in a grade of NC for the course. No further extensions will be considered beyond the agreed upon date. Where necessary, the student will be required to repeat the class-- and may be required to withdraw from concurrent courses and/or their field practicum.**

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**Student must return this completed form (ALONG WITH A COPY OF THE EMAIL AGREEMENT FROM THEIR PROFESSOR- if applicable) to Student Services (room 306) by the final day of class for which Incomplete is requested.**

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