



Graduate School Incomplete Contract

A mark of "incomplete" is offered entirely at the instructor's discretion as a temporary measure for extenuating circumstances. The work in a course has been qualitatively satisfactory, but the student is unable to complete some small portion of the work required because of illness or other circumstance beyond the student's control.

Student's Last Name First Name M.I.

Student University ID Number (UID) Semester

Course Prefix Course Number Course Suffix Section Number Credit

Terms of the Incomplete Contract

- 1. The following work must be completed to remove the mark of "I."
2. The work specified above shall be completed by (date). Students are expected to complete coursework by a date no more than twelve months from the end of the term (semester or 12-week) in which the course was taken or by date of graduation, whichever is earlier.
3. If the remaining coursework, as defined above, is not successfully completed by the date specified in item 2, the "I" mark will be automatically converted to a grade of . This information will be entered on the electronic grade sheet (UMEG) by the instructor.

Both the instructor and the student, as indicated by their signatures below, agree to the above terms of the Incomplete Contract.

Instructor's Signature Date

Student's Signature Date

Copies sent/given to Student Student Advisor Director of Graduate Study of Student

Please retain completed form until student has graduated