

Columbian College of Arts and Sciences
The George Washington University

Contract for Incomplete Grade (I)

COURSE number/section _____ CRN# _____ Semester/year _____

Student name _____ ID# _____ E-mail _____

Instructor name _____ E-mail _____

Is the student receiving passing grades in the course? Yes _____ No _____

Students may NOT receive an Incomplete unless receiving passing grades.

Has the student presented adequate reasons/documentation for the inability to complete all assignments on time? Yes _____ No _____

What work must the student do to complete the course? Identify specifically the type of work product (e.g., paper, exam) and the number of assignments.

How will the semester grade be computed? Identify all elements in the final grade and attach any necessary materials so that the grade can be computed in your absence.

All work to be completed by _____ (May not exceed one calendar year)

Instructor Signature _____ Date _____

If part-time instructor Chair Signature _____

Student Signature _____ Date _____