



### School of Social Work

Challenging Minds, Leading Change, Transforming Lives

#### Contract for Completion of Incomplete Coursework

The mark of "I"- Incomplete is intended to allow a student to complete the required work for a course after the semester has ended. The use of the mark of incomplete ("I") is *not* routine and is limited to those circumstances that cause disruptions beyond the student's control so that the student is unable to complete the required course work by the end of the current semester. Examples of disruptions might include circumstances such as the loss of a home, loss of employment, documented medical/health illness, or other comparable life situations. In order to be eligible for the mark of *Incomplete*, students *must* be in regular class attendance and are required to have earned a passing grade in the course when requesting the mark of *Incomplete*.

Responsibility for completing all course work rests with the student. Responsibility for grading the completed work and reporting the grade change to the Office of the Registrar in a timely fashion rests with the instructor.

---

ID Number  Last Name  First Name  Term/Year

Subject  Course #  CRN

---

Student and instructor must agree that the following requirements must be completed before the incomplete will be changed to a grade:

Deadline for student to submit completed work: Month  Day  Year

*Typing your name below, will be taken as being binding as your signature.*

Student Signature  Date

Instructor Signature  Date

Department Signature  Date

*Instructor, student, and department office should retain a copy of this agreement until the final grade is officially recorded.*