

M.S.W. Program
CONTRACT FOR INCOMPLETE GRADE

Student Name _____ Student ID Number _____

Instructor _____ Semester - Year _____

Course No. and Title _____

University Policy states that an Incomplete grade may only be given when there has been a circumstance “beyond the student’s control,” (i.e., a death in the family, a serious accident, or a serious illness) and the student has completed 80% of the course requirements. An instructor must write the reason the Incomplete grade is being given on the back of the grade form submitted to the Registrar’s Office. This form is to be completed by the student with the instructor, then forwarded to Room 317 to be placed in the students’ file.

Reason for Incomplete _____

Course Requirements to be completed _____

Date Course Requirements are to be completed _____

Student Contract with Instructor: I have requested a grade of “Incomplete” for the above course and have agreed to complete the above course requirements by the date specified. I realize that an Incomplete in a sequenced course will prevent my continuation in that sequence. Furthermore, I understand that if course requirements remain Incomplete after one year from the date of my enrollment in the above course, my grade will automatically be changed to an “E,” according to University Policy.

Student Signature

Date

Instructor Signature

Date