An Incomplete grade should be assigned in the rare instance when a student has, for example, a medical or personal emergency, which prohibits successful completion of a course. An Incomplete grade is **not** for a student who is doing poorly in a course. Such a student should either withdraw from the course prior to the published deadline or receive the grade earned in the course. Incomplete grades with no contract on file will automatically be changed to an “F” one year from the date the original Incomplete grade was given. An Incomplete grade may impact academic standing, which could result in academic probation.

**Undergraduate Students**

Students have up to one year to fulfill the Incomplete Contract. Should a student not fulfill the Incomplete Contract he or she may jeopardize his or her financial aid and on-campus housing. Please consult the Student Handbook. **This completed form should be returned to the Undergraduate Records Office, 44 Cummington Mall, Room 107.**

**Graduate Students**

A graduate student has up to one semester to fulfill the Incomplete Contract. Students are responsible for complying with the terms of the Incomplete Contract. A student cannot graduate with Incomplete grades. **This completed form should be returned to the Graduate Records Office, 44 Cummington Mall, Room 114.**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>B.U. I.D. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Course #</td>
</tr>
</tbody>
</table>

1. The percentage of work already completed is: _____%
   The grade for the work already completed is: _____%

2. Please list below a description of the work to be made up, a plan, and a timetable:

   ____________________________________________

   ____________________________________________

3. Date by which work is to be completed: _____________
   If work is not completed by the specified date, the new grade will be: _____________

4. Student’s Signature: ____________________________ Date: _____________
   Original Instructor’s Signature: _____________ Date: _____________
   Print Instructor’s Name: ___________________ Email: _____________

**PLEASE NOTE**

It is expected that incomplete course work be completed with the original instructor of the course. If the original instructor is not available, the student must get a copy of this form and have it signed (approved) by the supervising instructor and the Department Chairperson prior to fulfilling the Incomplete Contract.

These signatures indicate approval that a new instructor may supervise the Incomplete Contract requirements described above.

<table>
<thead>
<tr>
<th>Supervising Instructor’s Signature</th>
<th>Date</th>
<th>Department Chairman’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>