

Boston University Metropolitan College

Contract for an Incomplete Grade

SEMESTER _____ YEAR _____

COURSE AND SECTION NUMBER _____

INSTRUCTOR _____

STUDENT _____ B.U. ID # _____

ADDRESS _____

PHONE _____

GUIDELINES:

- The grade of "Incomplete" may be assigned only if the student and the instructor have agreed to the condition listed below.
- This form must be signed by both student and the instructor and filed with the Office of Academic Affairs no later than three weeks after the I grade has been reported by the Instructor on the Grade Sheet.
- The student has until the last day of instruction of the following semester to complete all course work.
- If the work is not successfully completed within this time limit, the student will automatically receive an "F" for the course.
- If the work is successfully completed within the time limit, the instructor will submit a grade change form replacing the "incomplete" grade to the appropriate grade earned.

1. REASON FOR INCOMPLETE GRADE.

2. DESCRIPTION OF WORK TO BE COMPLETED.

3. BASED ON THE COMPLETED WORK TO DATE THE STUDENT'S GRADE IS _____ THIS REPRESENTS _____ % OF THE FINAL GRADE.

4. **IF THE STUDENT FAILS TO COMPLETE THESE REQUIREMENTS WITHIN THE TIME LIMIT PRESCRIBED BY THE COLLEGE POLICY, THE FINAL GRADE REPORTED WILL BE AN "F".**

Student Signature _____ Date _____

Instructor's Signature _____ Date _____