BOSTON UNIVERSITY
COLLEGE OF ENGINEERING
INCOMPLETE CONTRACT

☐ Undergraduate Student  ☐ Graduate Student

An incomplete grade should be given 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 may either withdraw from the course prior to the published deadline or receive the grade earned in the course. An undergraduate student has up to one year to fulfill the Incomplete Contract. A graduate student has up to one semester to fulfill the Incomplete Contract.

Name ___________________________  Student I.D. _______________________

Course # __________  Section ______  Semester/Year _______________________

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 specified date, the new grade will be ___________

________________________________________________________________________

Student’s Signature ___________________________  Date ___________

Original Instructor’s Name (Print) ___________________________  Original Instructor’s Signature ___________________________  Date ___________

PLEASE NOTE:
Incomplete course work must 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 by the supervising instructor and the Department Chairman prior to fulfilling the Incomplete Contract. Signed forms need to be returned to the appropriate Records Office (undergraduate students - room 114; graduate students - room 113).

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

________________________________________________________________________

Supervising Instructor’s Signature ___________________________  Date ___________

Department Chairman’s Signature ___________________________  Date ___________

WHITE: Records Office  YELLOW: Original Instructor  PINK: Student  GOLD: Supervising Instructor (if applicable)