



TO BE COMPLETED BY STUDENT

Student Name _____ B.U. ID# _____

Student BU Email _____

Semester Fall Spring Summer Year _____

Course and Section Number (i.e., MET CS 200 01) _____

Course Modality Online On campus

Instructor _____

GUIDELINES:

The grade of "Incomplete" may be assigned only if **at least 50%** of the course work has been completed, and the student and the instructor have agreed to the conditions listed below.

- This form must be signed by both student and the instructor and submitted to the Academic Department Program Manager and Enrollment & Student Success (metess@bu.edu) no later than three (3) weeks after the "I" grade has been reported by the Instructor on the Grade Roster.
- 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 in MyBU Student replacing the "Incomplete" grade to the appropriate grade earned.

TO BE COMPLETED BY INSTRUCTOR

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. I confirm that the student has completed 50% or more of the course's academic requirements. Instructor's Initials: _____

5. If the student fails to complete these requirements within the time limit prescribed by the college policy listed above, the final grade reported will be an "F."

Student Signature _____ Date _____

Instructor's Signature _____ Date _____

Email complete contracts to Academic Department Program Manager and Enrollment & Student Success (metess@bu.edu).