

## Levin College of Urban Affairs Incomplete Contract

An "I" grade can be assigned by the instructor when all three of the following conditions are met:

1. Student has the potential to pass the course;
2. Student has not completed all assignments for reasons deemed justified by the instructor;
3. The student has notified the instructor prior to the end of the grading period.

The grade of Incomplete (I) is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student .

The date assigned by the faculty member for completion of the work for undergraduate courses cannot be later than the last day of classes of the next term following the term in which the Incomplete grade was received. (The time limit may extend up to four weeks into the fall semester for Incomplete grades received during the spring semester.) For all cases, the time limit applies whether the student is enrolled or not. If a grade change is not submitted by the end of the time limit, the Incomplete becomes an F. *from CSU Undergraduate Bulletin*

Student Name \_\_\_\_\_

CSU ID \_\_\_\_\_ Email \_\_\_\_\_

Course Number/Section Number \_\_\_\_\_

Term \_\_\_\_\_

Instructor Name \_\_\_\_\_

University Incomplete Deadline \_\_\_\_\_

Alternative Deadline, agreed to by Student and Instructor \_\_\_\_\_

*The Alternative Deadline cannot be later than the University Deadline. Failure on the part of the student to complete work by the Alternative Deadline will result in a grade of F for the course.*

Work to be completed:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date