



Incomplete Contract

An "I" grade can be assigned by an instructor when 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, and

If the conditions listed above are not met, the instructor has the option of assigning an "X" or of assigning a letter grade based on completed work. Please note that an "I" automatically becomes an "F" if not resolved by the last day of instruction of the following semester.

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. (CSU Graduate Catalog)

Student Name _____ CSU ID _____

Email Address _____

Course Number/Section Number _____ Semester/Year _____

Course Title _____

Instructor Name _____ Email Address _____

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

Distribution: copies to instructor and student; original to Student Services: UR 205, 1717 Euclid Ave., Cleveland, OH 44115
Email: urbanprograms@csuohio.edu Phone: 216-687-3884 Fax: 216-687-5398