Incomplete Grade Contract

Directions: The student and faculty of record must complete this form **within one week of submission of an incomplete grade and submit the original** to the Ph.D. Program Office. An incomplete grade ("I") that is not replaced by a letter grade within one year will be changed to the grade F. An incomplete grade in any core course counting toward the degree must be removed before the qualifying examination can be taken.

Student Name: ____________________________________________

Semester _____________ Name of Instructor _________________________

<table>
<thead>
<tr>
<th>Course Title:</th>
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<tbody>
<tr>
<td>Course (Dept.) Prefix</td>
<td>Course Number</td>
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Outline and due date to complete assignments for this course:
(you **must** include specific objectives, tasks, and a timeline for completion)

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_____________________________________ ______________________
Signature of Student             Date

_____________________________________  ______________________
Signature of Faculty Instructor    Date

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For PhD Office Use Only:
Rev. Date: August 2013
I:/Data/ PhD Program/ Forms/ Handbook Forms/Incomplete Grade Contract
Copies To:
Student Notebook (PhD Office)
Faculty Advisor