

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 _____

Course Title:			Credit Hours
Course (Dept.) Prefix	Course Number	Section Number	

Outline and due date to complete assignments for this course:
(you **must** include specific objectives, tasks, and a timeline for completion)

Signature of Student

Date

Signature of Faculty Instructor

Date

