DEPARTMENT OF ECONOMICS
INSTRUCTOR/STUDENT CONTRACT FOR INCOMPLETE COURSEWORK

Instructor: ________________________________

Student name: ___________________________ SID: _______ Email: ________________________

Course: ECON_________________________ Course Control #:___________________________

Semester/Year: Fall_________ Spring_______ Summer___________

REASON FOR INCOMPLETE:
Note: Only Students whose work is of passing quality and who cannot complete coursework due to circumstances beyond their control may receive “I” grades.

% OF WORK COMPLETED: ___________________________ GRADE: ___________________________

WORK TO BE COMPLETED:
(Describe: papers, exams, projects, etc. to be completed and percentage of total grade)

DEADLINE: ___________________________
Incomplete grades received in the fall must be completed by the first day of instruction of the following fall semester. Those received in the spring or summer must be completed by the first day of instruction of the following spring semester. Failure to meet deadlines will result in the assignment of an F or an NP grade for the course.

Student’s Signature: _______________________________ Date_______________________

Students are responsible for submitting the “Removal of an Incomplete” form to the instructor for a grade and signature, which can be found on the College of Letters and Science website.

Instructor’s Signature: _______________________________ Date: _________________________

Instructors should submit form to the Economics Undergraduate Advising Office (539 Evans).

Instructors who will be off-campus and unavailable during the semester(s) following an incomplete should make specific arrangements for grading work and attach a course syllabus to this form. This form must be filled out for each student who receives an “I” grade for the course and submitted to the Economics Undergraduate Advisor at the end of the semester.