DEPARTMENT OF ECONOMICS

INSTRUCTOR/STUDENT CONTRACT FOR INCOMPLETE COURSEWORK

Instructor: ________________________________

Student name: __________________________ S ID: ______________ 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 TO SUBMIT REMAINING WORK:

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.

For incomplete grades given Fall 2016 or later, instructors enter final grades through CalCentral. For incomplete grades given prior to Fall 2016, instructors must submit the “Petition to Remove an Incomplete Grade” available at the Office of the Registrar.

Student’s Signature: ______________________________ Date: __________________

Instructor’s Signature: ___________________________ Date: __________________

Instructors should submit this 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.