ECONOMICS DEPARTMENT
INSTRUCTOR/STUDENT CONTRACT FOR INCOMPLETE COURSEWORK

Instructor: __________________________________________________________________
Course: ECON ___________________       Course Control #: _________________________
Semester/Year: Fall ______________ Spring ______________ Summer ______________
Name of Student: _____________________________________________________________

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: ________________________________________________________________

Student’s Signature: _______________________________________  Date_______________

Students are responsible for paying fees and submitting the “Removal of an Incomplete” form to the instructor for a grade and signature. Work must be completed within the two semesters limit. Consult Office of the Registrar, 120 Sproul, for deadlines and information.

Instructor’s Signature: __________________________________  Date: _________________

Instructors should submit completed form to the Economics Undergraduate Advisor’s Office (543 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.