

Contract for Completion of a Grade of Incomplete

Please complete the fields below, sign, and obtain appropriate signature from course instructor. The form can be signed electronically by all parties and the final copy emailed to Dr. Sarah Naylor at smnaylor@email.unc.edu, Beth Sauer at bhsauer@email.unc.edu, and your course instructor **or** the form can be printed and delivered to Dr. Sarah Naylor, Associate Dean for Student Affairs and Beth Sauer, Registrar, SSW Suite 370.

Student Name: _____ **PID#:** _____

Course Name: _____ **Semester/Year:** _____

I agree that by receiving a grade of "INC" in the above course, I must submit satisfactory or above satisfactory work by the following deadline(s) as negotiated between myself and the instructor in order to have a permanent and passing grade recorded for the course.

I will complete and turn in to the instructor the following assignments by the specified dates below:

Assignment #1 _____ by date: _____

Assignment #2 _____ by date: _____

Assignment #3 _____ by date: _____

I understand these deadlines are final and serve as a new contract for completion of the course*. In the event that I am unable to submit the assignment by the date listed above, the following late policy will apply:

*Please note: any renegotiation of this contract is at the discretion of the instructor and must be completed before the deadline(s) listed for the assignments above.



I agree to the deadlines and terms outlined in this Incomplete Contract.

(Student Name)

(Signature of Student)

(Date)

I agree to the above named terms for this student. Additional comments I wish to make are:

(Instructor's Name)

(Signature of Instructor)

(Date)

Ideally, all assignments listed above should be submitted no later than the first day of class the following semester or no later than 12 weeks after the last day of class for the course, unless pre-approved by the Associate Dean for Student Affairs.

Each student is responsible for ensuring that a final signed copy of this form has been sent/distributed to the course instructor, Registrar, and Associate Dean for Student Affairs. See information at the top of this form for more details.