


Incomplete Contract

Class:
 Professor:
 Reason for Incomplete:

List what is left in order to complete the course:

Assignment/Task	Steps required to Accomplish	Date Due	Completed 

Both the professor and I have agreed to this timeline of completion for _____. I understand what assignments and/or tasks that I still must do to complete the course and I will abide by the due dates agreed upon. I am aware that if my incomplete is not finished by May 1st (for Fall and J-term classes)/December 1st (for Spring and Summer classes) that I will receive a grade of F for the course.

Student Signature _____ Date _____ Professor _____ Date _____

*On the second sheet of the contract are tips to help guide you through the semester.

Below are some tips to help guide you through the semester:

- ❑ Set up a meeting with the professor you received an incomplete from to make sure that you are both aware of what needs to be completed to receive a grade for the course.
- ❑ Put a timeline of completion in writing with your professor. This documents that you both understand when the course requirements will be complete. A written timeline also provides you with set short term goals.
- ❑ Understand when you have time to complete the requirements of the course. Try to work on coursework during the “quiet” times during your semester. Prevent trying to finish requirements during finals and midterms.
- ❑ Set up a meeting with an Academic Counselor to talk about how finish the incomplete and help put together a written plan for the class.
- ❑ Always have a clear line of communication with your professor and academic counselor.