

## INCOMPLETE GRADE CONTRACT

A grade of "Incomplete" in any Applied Research Project class requires the approval of both the instructor and the SPP Dean

Student Name

Student ID Number

Student Cohort Number

Course Number and Title

Reason for requesting an Incomplete:

To remove the Incomplete, the following assignments must be completed by the above named student no later than the Incomplete Completion Date noted below:

**NOTE:** the last day for removal of an Incomplete is ten weeks from the end of the course in which the Incomplete was granted.

Incomplete Completion Date:

*If incomplete work is not completed by the above date, a grade of "F" will be recorded as the final grade.*

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date