MSW Program  
CONTRACT FOR INCOMPLETE GRADE

Student Name ____________________________________________    Student ID # _______________
Instructor _______________________________________________   Semester/Year   ______________
Course No. and Title: __________________________________________________________________

University Policy states that an Incomplete grade may only be given when there has been a circumstance
“beyond the student’s control”, (i.e., a death in the family, a serious accident, or a serious illness) and the
student has completed 80% of the course requirements. An instructor must note the reason the Incomplete
Grade is being given at the time grades are entered. This form is to be completed by the instructor with the
student and forwarded to Room 102, MSW Student Records.

Reason for Incomplete Grade:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Course Requirements to be completed:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Requirements to be completed by: _______________________________________________________________
(Date MM/DD/YYYY)

Student Contract with Instructor: I have requested a grade of “Incomplete” for the above course and have
agreed to complete the above course requirements by the date specified. I realize that an incomplete in a
sequenced course will prevent my continuation in that sequence. Furthermore, I understand that if course
requirements remain Incomplete after one year from the date of my enrollment in the above course, my grade will
automatically be changed to an "E" grade, according to University policy.

Student Signature ________________________________________    Date ___________________________
Instructor Signature ______________________________________    Date ___________________________

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