



## Incomplete Grade Contract

Student and Course Information		
Student Name		UPSID
Semester	Year	Course (Department, Number, Section) e.g. HIST 280A
Instructor Name		Instructor Overseeing Incomplete (if different)

Assignments To Be Completed	Due Date*
1.	
2.	
3.	
4.	

*\*No later than the end of the second week of the next regular semester.*

Default Grade must be entered here by instructor
If the above work is not completed by the due date(s), a grade of _____, will be recorded as the final grade.

Guidelines for Incomplete Grades
<ul style="list-style-type: none"> <li>• It is the student's responsibility to request an Incomplete from their instructor by the final day of the semester when a limited portion of the coursework remains unfinished because of illness or other exceptional circumstance.</li> <li>• The Registrar will record the Incomplete (I) grade in the grade roster when the contract is submitted.</li> <li>• Incomplete work must be completed by the end of the second week of the next regular semester, or by an earlier deadline outlined by the instructor on the contract.</li> <li>• The final grade must be submitted by the instructor to the Office of the Registrar no later than the third week of the next regular semester. If a grade is not submitted, and if an extension has not been granted, then the Registrar will record the default grade from the contract on the student's academic record.</li> <li>• An extension may be requested when unforeseen circumstances occur which prevent completion of the work during the period covered by the Incomplete. The Registrar has the authority to grant or deny the extension request. If supported by the instructor, a formal request should be submitted to the Registrar.</li> <li>• The full Incomplete Grades policy can be found in the Bulletin.</li> </ul>

Please print completed form and sign, and then submit a .jpeg, .jpg, or .pdf file to [kcampbell@pugetsound.edu](mailto:kcampbell@pugetsound.edu). Completed forms submitted from pugetsound email accounts are also accepted in lieu of a signature.

*I understand the Incomplete Grade guidelines and agree to the terms outlined in this contract.*

Student's Signature	Date
Instructor's Signature	Date
Overseeing Instructor's Signature (if different)	Date

Return to: Office of the Registrar Jones Hall Room 13, 1500 N. Warner St., Tacoma WA 98416-1034 253.879.3217  
 Questions? Kathleen Campbell, Assistant Registrar [kcampbell@pugetsound.edu](mailto:kcampbell@pugetsound.edu), or [registrar@pugetsound.edu](mailto:registrar@pugetsound.edu).