The Cooper Union

HSS

**CONTRACT FOR AN INCOMPLETE GRADE GUIDELINES:**

The designation “I” indicates that the work of the course has not been completed and that assignment of a grade and credit has been postponed. **An “I” may be given only in the following cases:**

* The student’s current grade is a C or higher
* The student provides **documentation of illness or other extraordinary circumstances.**
* The instructor gets the **approval** of the Dean of HSS for documented reasons of illness or family emergency.

● An Incomplete may be assigned only if the student and the instructor have agreed to the conditions listed below.

● This form must be signed by both student and instructor and filed with the HSS dean’s office before final grades are due.

● The student has until the last day of the second week of the following semester to complete and submit all coursework.

● If the work is successfully completed within the time limit, the instructor will submit a grade change form through the Office of Academic Advising.

● If the work is not successfully completed within the time limit, the student will automatically receive an “F” for the course

● Please note that school facilities are not available during the summer.

 **TO BE COMPLETED BY STUDENT:**

Student Name:

Student ID Number:

Semester:

Course and Section Number, Course Title:

Instructor Name:

Student Signature: Date:

**TO BE COMPLETED BY INSTRUCTOR:**

1. Reason for Incomplete grade:

2. Description of work to be completed (please attach another page, if necessary):

3. Instructions for how the student should submit the work (please attach another page, if necessary):

4. Based on the completed work to date, the student’s grade is \_\_\_\_. This represents \_\_\_\_\_% of the final grade.

Instructor Signature: Date:

**TO BE COMPLETED IN THE HSS OFFICE:**

Approved by Dean or Dean’s Representative \_\_\_\_\_