

# Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

## INCOMPLETE (I) COURSE GRADE CONTRACT

At the option of the instructor, the symbol I (Incomplete) may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course during the term of enrollment. The instructor must approve such reasons before the date when grades must be reported. Typically, an Incomplete is given when a student needs additional time to complete one or perhaps two remaining assignments/exams/projects. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. The symbol I cannot be changed by reregistering for the course at GWU or by taking its equivalent elsewhere. *It is recommended that work be completed by the end of the term following the term in which the incomplete grade was issued. Students should meet with their academic advisor to discuss registration while working to finish an incomplete.*

**Note: This contract must be submitted to Student Records (gwsphrecords@gwu.edu) prior to the last day of the term.**

Name: \_\_\_\_\_ GWid: 

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Last Name                      First Name                      M.I.

Phone: \_\_\_\_\_ GW Email: \_\_\_\_\_@gwmail.gwu.edu

CRN	SUBJECT	COURSE NUMBER	SECTION	CREDITS	TITLE	INSTRUCTOR NAME & EMAIL	SEMESTER

Reason requesting the incomplete: \_\_\_\_\_

List the terms of the Incomplete Agreement and identify specifically the type of work product (exam, paper) *(to be completed by student)*: \_\_\_\_\_

All work to be completed by\*: \_\_\_\_\_

**\*May not exceed six months from end of term. If coursework is not completed within the specified time, the student will earn a grade based on work completed in the entire course.**

I have reviewed the conditions above and as stated in the current *University Bulletin* by which I will be assigned an Incomplete and understand what I must do to meet them.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Milken SPH Approval

Is the student receiving passing grades in the course *(to be completed by instructor)*?                       Yes     No

Instructor \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office \_\_\_\_\_ Date: \_\_\_\_\_