

Incomplete Grade Application

This form is to record the agreement between a student and faculty member and to make application to receive an incomplete "I" grade in the Duquesne University School of Education.

Finishing all of the requirements necessary to change an incomplete "I" grade to a permanent grade is the sole responsibility of the student.

INSTRUCTIONS FOR COMPLETING THE "CONTRACT" FORM

1. The information on this form must be PRINTED.
2. The following items must be completed in full.
3. The plan to complete work should describe what must be submitted (include format requirements) and how grades are assigned. This section may require the student to continue the explanation on an attached separate sheet of paper.
4. Target date (state last date for completion).
5. **HIGHEST GRADE** is only applicable if the full grading system is not available to students who receive an "I" grade. This grade is determined by the course instructor.
6. "Grades to be assigned..." is only applicable if a formal target date is established.
7. For Graduate Students, "I" grades not remediated within one year become permanent "F" grades. For Undergraduate Students, "I" grades not remediated by the date specified in the academic calendar (about midterm of the following semester) become permanent "F" grades.

Student's Name _____ SS# _____

Course Number & Title _____

Course Instructor _____ Semester _____

Reason for Incomplete Grade _____

Target Date for Completion _____ Highest Possible Grade Upon Completion _____

Grade to be assigned if requirements not completed by target date _____

Plan to Complete Work _____

SIGNATURES REQUIRED:

Student / Date

Course Instructor / Date

Dean / Date

Copies to: Course Instructor (white) / Student (yellow) / Program Director (pink) / Student File (gold)