



INCOMPLETE GRADE CONTRACT

Instructions: All Incomplete grades submitted to the Office of the Registrar must be accompanied by an Incomplete Contract, an agreement between the instructor and student. Please detail the description of the work required to complete the course, the deadline for completion and the final grade that will be issued should the work not be completed (eg. failing grade, one grade lower than present grade, etc.)

Note: Students should not expect to receive a grade of Incomplete if they have failed to finish all assignments for a course by the end of the semester. A student should consult with the instructor to find out whether Incomplete grades will be given. If a student receives a grade of Incomplete in any course taught by the Faculty of Education, the instructor may allow up to one additional semester (including the summer) to submit all course work.

(HGSE Student Handbook)

Student Name: _____ Harvard ID#: _____

Course Number: _____ Course Title: _____

Semester: Fall Spring Summer Year: _____

Instructor Name : _____

I. Requirements for Completing Course:

- Examination _____
- Paper _____
- Project _____
- Other _____

II. Deadline for Completion (not to exceed one semester): _____
(eg. fall 2013 INC must be completed no later than 1st day of fall 2014)

III. *Final Grade, if work NOT completed (REQUIRED)
(eg. "E", "NCR", one grade lower than present grade, etc.): _____

IV. Signatures

My signature indicates I agree to the terms of the contract above.

Student: _____ Date _____

Instructor: _____ Date _____

* The grade that will be issued should no additional work be submitted. If the student meets the terms of this contract and submits required work by the deadline, the instructor should contact the Office of the Registrar to replace the INC with a final grade.