

SCHOOL OF ART
CONTRACT FOR AN INCOMPLETE GRADE



GUIDELINES:

- An Incomplete will be given only in exceptional circumstances; see [catalog](#) for full policy.
- 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 Office of Academic Advising before final grades are due. Email to frances.green@cooper.edu or deliver to 201/212 Foundation.
- 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 unless the Dean of the School of Art extends the time.
- Please note that school facilities are not available during the summer.

TO BE COMPLETED BY STUDENT

Student Name: _____

Student ID Number: _____ Semester: _____

Course Title: _____ Course Number: _____

Instructor Name: _____

Student signature _____ Date _____

TO BE COMPLETED BY INSTRUCTOR

1. Reason for Incomplete grade:

2. Description of work to be completed:

3. Instructions for how the student should submit the work:

4. Based on the completed work to date, the student's grade is _____. This represents _____% of the final grade.

Instructor signature _____ Date _____

OFFICE USE ONLY

Approved by Dean or Dean's Representative: