

School of Art
The Cooper Union

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 Advisement 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 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 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:

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

TO BE COMPLETED IN THE OFFICE OF ACADEMIC ADVISING:

Approved by Dean or Dean's Representative _____