



COLLEGE OF ARTS AND SCIENCES

Incomplete Course Contract Form

Name of student: Last _____ First _____ M ___ WIN: _____

Student address: _____
Street City State Zip

Incomplete given in: CRN _____ Dept. _____ Course _____ Section _____ Title _____

Term of incomplete: Fall 20__ Spring 20__ Summer 20__

Requirements necessary to complete the course by _____:
month and year

Instructor Signature: _____ Date _____

Student Signature: _____ Date _____

Work complete: Grade Earned: _____ Instructor Signature: _____

Typically, Fall incompletes must be made up before the end of the second week before the final exam period of the Spring semester; Summer and Spring incompletes must be made up before the end of the second week before the final exam period of the Fall semester. Work not completed in the time allowed results in a grade of F. For Spring 2020 only, a student may have until the end of Spring 2021 to complete work if their instructor agrees to this timeline. A student who has been assigned an Incomplete who does not complete required coursework by the end of spring 2021 will be retroactively withdrawn from the course.