



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. Unless permission from the relevant Program Dean is granted, students may not carry more than one Incomplete into the following semester and may not enroll in additional courses until Incompletes in excess of one are completed. (*HGSE Student Handbook*)

Student Name: _____ Harvard ID#: _____

Catalog Number: _____ Course Title: _____

Semester: Fall Winter 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 2018 INC must be completed no later than 1st day of fall 2019)

III. *Final Grade, if work NOT completed (REQUIRED): _____

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. When a final grade has been determined, the INC can be changed by clicking on the appropriate course grade icon in my.Harvard.