

HUNTER COLLEGE SCHOOL OF EDUCATION

Contract to Resolve Incomplete Grades

Incompletes will be given only to students who are doing passing work who need to complete a paper, exam, or other project. When an incomplete is given, this contract form should be completed, signed by the instructor and the student, a copy given to the student, and the original filed in the department office.

For field-based courses, including student teaching and practicum, incompletes can be given only for papers, projects, or exams not completed. If the field experience itself will not be complete by the end of the semester, the student will be given the appropriate grade and asked to register to repeat the course.

Incompletes will not be given to students who need to repeat a course or to students who are failing a course. Students with personal or family situations that result in their not being able to complete a course and/or submit course assignments should withdraw from the class. If it is past the deadline for withdrawals, the withdrawal requires documentation of the reason and the Dean's signature.

Name of Student _____ Last Four Digits of SS# _____

Course# and Section _____ Instructor _____

Semester Taken (circle one) spring fall summer Year _____

1. Student's reason for not completing course requirements.

2. Estimated grade at end of semester for work already done _____

3. Assignments to be completed (projects, papers, etc.)
 - a. _____ Weight in course grade: _____
 - b. _____ Weight in course grade: _____
 - c. _____ Weight in course grade: _____

4. Examination to be taken:
_____ Weight in course grade: _____

5. Previously established penalties for late submission of assignments:

6. Additional information/comments

Student's signature _____ Date _____

Instructor's signature _____ Date _____