

Incomplete Grade Contract

Student Name: _____ GWID: _____

GW Email: _____@gmail.gwu.edu GWSB Advisor: _____

Prior to completing the Incomplete Grade Contract, the faculty member and student should consult the GW Bulletin University Regulations to determine if an Incomplete grade is appropriate.

Course with Incomplete Grade: _____ Semester/Year Enrolled: _____

Professor Granting Incomplete Grade: _____

Professor Email: _____ Completion Deadline: _____

(Date may not exceed one calendar year from initial semester of enrollment)

Specific remaining work that must be completed:

Read before signing: *I have read the GW Bulletin and confirm this contracts meets the expectations of assigning an Incomplete grade. I understand the Incomplete grade is only appropriate for situations in completing final/specific work and not substantial material. Students cannot re-enroll in this class or take its equivalent elsewhere to change the Incomplete on the transcript. It is the student's responsibility to maintain contact with the professor until all work is completed. I understand the Incomplete will automatically convert to an F if the grade is not changed within one academic year.*

Note for Instructors: Please submit a Grade Change Form directly to the Undergraduate Advising Center once the student has completed the remaining requirements to resolve the Incomplete.

Student Signature: _____

Date: _____

Professor Signature: _____

Date: _____