INCOMPLETE CONTRACT
(Undergraduate Students Only)

UNIVERSITY OF MARYLAND
COLLEGE PARK, MD 20742

UNIVERSITY POLICY FOR INCOMPLETE GRADES

The mark of "I" is an exceptional mark that is an instructor option. It is given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he or she has been unable to complete some small portion of the work pf the course. **In no case will the mark of "I" be recorded for a student who has not completed the major portion of the work of the course.**

- This Incomplete Contract form must be submitted to the dean of the college offering the course within six weeks after the grade submission deadline (If a grade hasn't already been submitted).
- The student will remove the "I" by completing work assigned by the instructor; it is the student's responsibility to request arrangements for completion of the work. The work must be completed by the time stipulated in the contract, usually by the end of the next semester, but in any event, no later than one year. If the remaining work for the course as defined in the contract is not completed on schedule, the instructor should convert the "I" to the grade indicated on the contract.
- Exceptions to the stated deadline may be granted by the student's dean (in negotiation with the faculty member or the faculty member's dean) upon the written request of the student if circumstances warrant further delay.
- If the instructor is unavailable, the department chair will, upon request of the student, make appropriate arrangements for the student to complete the course requirements.
- It is the responsibility of the instructor or department chair concerned to submit a grade promptly upon completion of the conditions of the Incomplete Contract.
- **The "I" cannot be removed through re-registration for the course or through "credit by examination."** An "I" mark is not used in the computation of quality points or cumulative grade point averages.

LAST NAME (please print) | FIRST NAME | M.I.

STUDENT ID NUMBER

☐ FALL 20_____
☐ WINTERTERM 20_____
☐ SPRING 20_____
☐ SUMMER I 20_____
☐ SUMMER II 20_____

Course Prefix | Course No. | Suffix | Section No. | Credit

TERMS (TO BE COMPLETED BY THE INSTRUCTOR)

1. I certify that the above named student is eligible to receive a mark of "I" for the course specified as defined by University policy. The "I" for this course will be converted to a letter grade upon completion of the following course requirements:

_____

_____

_____

_____

2. The course requirements must be completed by: Month Day Year

The limitation for the completion of requirements is usually the end of the next semester, but in any event no later than one year.

3. If the remaining work of the course as defined above is not completed on schedule:

The "I" will be converted to a grade of … ☐ (A+,A,A-,B+,B,B-,C+,C,C-,D+,D,D-,F ONLY)

_____ Instructor's Signature

_____ Student's Signature

FOR OFFICIAL USE ONLY

Resolution: Terminal Grade _____ date _____
Remarks:

A copy of this document must be received by: instructor, student, department offering course, and college offering course.

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