

INCOMPLETE GRADE CONTRACT

A grade of incomplete may be given when a student cannot complete assigned work because of unanticipated circumstances beyond personal control, typically in cases of incapacitating illness.

A grade of X or Y will be given only if the instructor believes the student has a reasonable chance of passing the course by taking an examination or turning in the required work or both.

- The grade of "X" indicates that a student will be absent from the final examination due to reasons beyond his/her control.
- The grade of "Y" indicates that a student will not be able to complete assigned work (other than a final examination) because of illness or other circumstances beyond personal control.

If you believe you will need an incomplete in a class, you must complete this request form and have it approved by your instructor no later than the last regular class meeting of the semester. Your instructor must approve the incomplete and verify remaining assignments required for you to receive a grade. You will then have two semesters to complete the work in which you are in residence in any school of Northwestern, or within one year after the course was offered if you are not in residence for the class and receive a grade. Any extension beyond two semesters will only be made with written approval of the Associate Dean of Academic Affairs prior to the end of the two semester period. Failure to complete the outstanding work by the deadline, or within an extension approved by the Associate Dean of Academic Affairs ahead of time, will result in the X/Y grade being changed to an F on your transcript.

NAME: _____ STUDENT ID# _____

PHONE: _____ EMAIL: _____

MAJOR: _____

COURSE SUBJECT AND NUMBER: _____ COURSE TITLE: _____

SEMESTER/YEAR: _____

INSTRUCTOR: _____

TYPE OF INCOMPLETE (X or Y): _____

REASON FOR INCOMPLETE REQUEST:

WORK TO BE COMPLETED AFTER THE END OF THE SEMESTER:

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

STUDENT'S SIGNATURE: _____ DATE: _____

NU-Q STUDENT RECORDS USE:

RECEIVED DATE: _____ SIGNATURE: _____

PROCESSED DATE: _____ SIGNATURE: _____