

CPS Guidelines for Submitting an Incomplete-Grade Contract

(Please refer to the **Incomplete Grade Policy and Procedures** before completing this contract. Information can be found [here](#) on the CPS Faculty Central website.)

When completing the **Incomplete Grade Contract** please keep in mind the following:

Reasons for requesting incomplete grade

- The work not yet completed is equal to or less than one major assignment such as a paper, exam, or major report.
- An extenuating circumstance prevented the student from completing the coursework in a timely manner such as a death in the family or an acute illness that warrants an exception.
- Instructors are encouraged to consult with their academic dean if they are unsure if whether the student's situation qualifies for an incomplete.

Deadline for completing the work

- The University has a one-year limit policy to make up incomplete grades; however, every effort should be made to have an incomplete deadline to make up work **within one month of the course finishing**. If the timeframe needs to be extended beyond this point, it is recommended that the instructor consult with the academic Dean of the program area.
- The grade the student earned without submitting the missing work (*zero credit for missed work*) should be included in this section. If the student fails to complete the missing work by the established deadline, the instructor should plan to submit the change-of-grade.
- With an approved, signed contract from the academic dean, the Program Manager will attempt to send an Outlook Invitation with contract attached to the student and instructor as a reminder of the deadline.

Submitting Contract

- Submit to the program manager the Incomplete Grade Contract signed by both student and instructor to be reviewed by the academic dean. *Signatures do not need to be original, scanned or photographed signatures accepted.*

If you have questions about completing the Incomplete-Grade Contract please consult your Program Manager for assistance.

Office Location: 271 Huntington Avenue • Phone: 617.373.2300 • Fax: 617.373.5351 • registrar@neu.edu • www.northeastern.edu/registrar
Mailing Address: Northeastern University, ATTN: Office of the Registrar, 230-271, 360 Huntington Avenue, Boston, MA 02115-5000

Student's name (Last) _____ (First) _____ NUID _____

Local address _____

City _____ State _____ Zip _____ Phone (_____) _____ - _____

College _____ Year of graduation _____ Program _____

- Undergraduate Day Graduate School
 School of Law College of Professional Studies

Course Number _____	Course Title _____
Term & Year course was taken _____	Instructor _____

Reason for requesting incomplete grade:

Required course work to be made up:

Method by which you will make up this work (explain in detail):

Deadline for completing this work _____

Student's signature _____ Date _____

Instructor's signature _____ Date _____

Office of the Dean _____ Date _____

University Policy on Incomplete Grades: The period for clearing an I grade is restricted to one calendar year from the last day of the term in which the course was taken. For the student's protection, the precise arrangements for the clearance of an I grade should be specified on this form. This form is signed by the instructor and the student at the time the I grade is granted. A copy is kept in the Office of the Dean of the college in which the course is offered. An I grade outstanding for twelve or more months will remain permanently and irreversibly as an I grade on all records.

Copies: Original—Registrar's Office Copy—Dean's Office Copy—Student Copy—Instructor