

Incomplete Grade Contract

HOLT & CLA students:

Submit this form to the Office of the Registrar by email or in Carnegie Hall (2nd floor)

Student Name: _____ **R -Number:** _____

Term: Fall Spring Summer Maymester **Term Year:** _____

Student Type: College of Liberal Arts Holt Undergraduate Holt Graduate

CRN <small>(ex: 90060)</small>	Subject <small>(ex: BUS)</small>	Course <small>(ex: 100)</small>	Section	Course Title	Print Instructor's Name

To be completed by the instructor:

In order to remove the incomplete, the following course work must be completed:

Date by which course work must be completed (guidelines below): _____

- **CLA students:** No later than the end of the second week of the following term (fall/spring). For example, a spring course incomplete may be completed no later than the end of the second week of the fall term)
- **Holt undergraduate students:** No later than 60 days from the end of term (fall/spring/summer). For example, a spring course incomplete may be completed no later than 60 days from the last day of spring term.
- **Holt graduate students:** No later than the end of the following term (fall/spring/summer). For example, a spring course incomplete may be completed no later than the end of the summer term.

NOTE TO INSTRUCTOR: The instructor is responsible for submitting a change of grade via Foxlink for the above course by the deadline date noted. Unresolved incomplete grades may administratively be changed to "F" after the submission deadline.

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____