



WILLIAM  
PATERSON  
UNIVERSITY

## CONTRACT FOR AN UNDERGRADUATE INCOMPLETE GRADE

A STUDENT MAY BE ISSUED AN INCOMPLETE FOR A COURSE IF CIRCUMSTANCES ARE EXTENUATING AND BEYOND STUDENT CONTROL. AN INCOMPLETE REQUIRES A CONTRACT BETWEEN STUDENT AND INSTRUCTOR. ALL INCOMPLETES MUST BE RESOLVED WITHIN 30 DAYS AFTER THE END OF THE SEMESTER. (TIME EXTENSION REQUIRES DISCUSSION WITH AND APPROVAL OF THE DEAN.) CONTRACT MUST BE SUBMITTED WITH GRADE BOOK, IF INCOMPLETE GRADE IS ISSUED.

TO BE COMPLETED BY STUDENT (OR  
BY THE INSTRUCTOR IF THE STUDENT  
IS UNABLE TO PRESENT THIS REQUEST).

STUDENT'S NAME: \_\_\_\_\_

SEMESTER: YEAR:

STUDENT ID NUMBER: \_\_\_\_\_

FALL \_\_\_\_\_

SPRING \_\_\_\_\_

SUMMER \_\_\_\_\_

FULL COURSE NUMBER: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

EXTENUATING CIRCUMSTANCES:

\_\_\_\_\_  
\_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE COMPLETED BY INSTRUCTOR

PLAN FOR REMOVAL OF INCOMPLETE (SPECIFICATION OF WORK TO BE COMPLETED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR DISTRIBUTES COPIES AS FOLLOWS:

COPY 1 - SUBMIT WITH FINAL GRADE WHEN GRADES ARE DONE

COPY 2 - STUDENT COPY

COPY 3 - RETAIN BY INSTRUCTOR

COPY 4 - FORWARD TO DEPARTMENT CHAIR

COPY 5 - FORWARD TO OFFICE OF THE DEAN

OFFICE OF THE REGISTRAR  
REVISED 7/97