Massachusetts College of Liberal Arts
INCOMPLETE CONTRACT
To be completed by the instructor
Signed in consent by the student

A								

Student Identification Number

Year_____	Fall	Spring

Student's Name Last First MI

Course in which incomplete grade is assigned:

Subject Abbr.	Course Number	Section Number	Course Title

Description of outstanding work to be completed:

Date by which all coursework must be completed:

All grades must be submitted to the Registrar's Office by the incomplete deadline (six weeks into the following semester, see official college calendar for deadline). If the instructor does not submit a grade by the college defined deadline a grade of "F" will be assigned. Students unable to complete the work by the six-week deadline have the option of repeating the course. No change of grade will be accepted after the six-week deadline.

Student's signature Date**

Instructor's signature **Date**

****Student's signature above indicates that the instructor has informed the student of the outstanding obligations and the deadline for submission of the coursework, which cannot exceed the six-week deadline.**

*****In lieu of the student's signature, with my signature I acknowledge that I have spoken to the student.**

Instructor's signature **Date**