



SCHOOL OF COMMUNICATION – NORTHWESTERN UNIVERSITY

INCOMPLETE GRADE CONTRACT

A grade of incomplete (Y) may be granted by an instructor to a student who has not completed the requirements for a course due to serious extenuating circumstances such as illness. If you believe you will need an incomplete in a SoC class, you must complete this request form and have it approved by your instructor no later than the last regular class meeting of the quarter. Your instructor must approve the incomplete and verify remaining assignments required for you to receive a grade. You will then have one quarter to complete the work for the class and receive a grade. Any extension beyond one quarter will only be made with written approval of the Undergraduate Dean prior to the end of the one quarter period. Failure to complete the work for the class within one quarter, or within an extension approved by the Undergraduate Dean ahead of time, will result in the Y being changed to an F on your transcript. If you have questions about this process, please call the Undergraduate Resource Center at 847-491-7214.

NAME: _____ STUDENT ID#: _____

PHONE: _____ EMAIL: _____

MAJOR: _____

COURSE SUBJECT AND NUMBER: _____

QUARTER/YEAR: _____

INSTRUCTOR: _____

REASON FOR INCOMPLETE REQUEST:

WORK TO BE COMPLETED AFTER THE END OF THE QUARTER:

DEADLINE FOR COMPLETION (the last day of the subsequent quarter): _____ (date)

INSTRUCTOR'S SIGNATURE: _____ **DATE:** _____

STUDENT'S SIGNATURE: _____ **DATE:** _____

**RETURN THIS FORM TO THE UNDERGRADUATE RESOURCE CENTER
FRANCES SEARLE, ROOM 1-102**