

INCOMPLETE GRADE CONTRACT

If you receive an INCOMPLETE in a course, you **MUST** complete this contract. The contract is an agreement between you, your professor, and your advisor that you will complete the required coursework by an agreed upon date or the grade will become an F and be calculated into the grade point average. This contract must be submitted by the third week of the following Semester.

PROCESS:

- Meet with your professor to discuss the conditions and expectations for completing the course
- Obtain the professors' signature

Submit **THREE (3)** copies of this CONTRACT to The GWSB Advising Center, Duquès Hall, Suite #456.

THE GEORGE
 WASHINGTON
 UNIVERSITY
 WASHINGTON DC
Incomplete Contract

Section 1	Last Name		First Name	
	Gwid		E-mail	
	Home Phone		Work Phone	
	Academic Advisor			
Local Address				
City, State and Zip				
Section 2	Course with Incomplete Grade		Original Semester/Year	
	Professor granting Incomplete Grade		Professor overseeing completion of the work	
	Reason for the Incomplete:			
	Work that must be completed:			
Section 3	I understand that all work for this course must be completed by:			
	If I do not complete the work by this date, I understand that the Incomplete will be changed to an I/F.			
	Student Signature		Date	
Section 4	Professor granting Incomplete Grade		Phone Number	
	Professor Signature		Date	
	Comments:			
Section 5	Advisor Signature		Date	
	Action taken: <input type="checkbox"/> Granted <input type="checkbox"/> Denied Comments:			

FOR OFFICE USE ONLY	
Petition Number	
Date Received Duquès 456	