

**THE GEORGE WASHINGTON UNIVERSITY
COLLEGE OF PROFESSIONAL STUDIES**

INCOMPLETE CONTRACT

The symbol I (Incomplete) may be recorded if in the opinion of the instructor, "the student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported."

This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory.

The course work must be completed within the designated time period agreed upon in this contract, but no later than one semester from the end of the semester in which the course was taken.

Name:

Student ID:

Phone:

Email:

Course Dept. and Number:

Semester and Year of course registration:

Title of Course:

Instructor:

Due Date:

I understand that in the event all work specified above and/or necessary for completion of the above-stated course is not completed and submitted to the professor on or before the Due Date, then after the Due Date the symbol "I" will be changed to a grade of "F". I also understand that I am responsible for maintaining contact with the professor until a final grade is submitted.

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____