

Due Date \_\_\_\_\_

Revised 07/08/11

**Finlandia University**  
**STUDENT/INSTRUCTOR CONTRACT FOR INCOMPLETE COURSEWORK**

NAME \_\_\_\_\_ I.D.# \_\_\_\_\_

COURSE \_\_\_\_\_

☐ Fall  
☐ Spring  
☐ Summer 20\_\_\_\_\_

**TO MAKE UP THE INCOMPLETE GRADE, THE FOLLOWING WORK MUST BE COMPLETED:**  
(What must the student do to complete the course?)

All work must be completed by the end of the 4<sup>th</sup> week of the following semester (FALL, SPRING, SUMMER) when the incomplete grade was issued. If the work is not completed, the "I" grade will be converted to an "F" unless the instructor has provided an alternate grade. Incomplete grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wants to participate in the spring graduation ceremony.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor Name \_\_\_\_\_

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UPON SUCCESSFUL COMPLETION OF ALL COURSE REQUIREMENTS, THE INSTRUCTOR MUST SUBMIT THE COMPLETED GRADE IN PERSON TO THE REGISTRAR BY EITHER COMPLETING THIS FORM OR FILLING OUT A GRADE CHANGE CARD.

Change the grade of "I" to \_\_\_\_\_

INSTRUCTOR SIGNATURE

DATE

Grade earned if "I" is not completed \_\_\_\_\_

(Optional) INSTRUCTOR SIGNATURE

DATE

**INSTRUCTOR**-Please submit the original signed copy to the University Registrar before posting your final grades at the end of the semester. **DO NOT SEND THE FORM WITH A STUDENT**. Keep a copy for your files. Remember to follow-up on the agreement and dates.

Processed \_\_\_\_\_

DATE

\_\_\_\_\_  
UNIVERSITY REGISTRAR SIGNATURE