



USC-AIKEN INCOMPLETE GRADE CONTRACT

TO BE TURNED IN BY THE INSTRUCTOR WITH ALL SIGNATURES PRIOR TO ENTERING GRADES ON SSC.

NOTE: A grade of “I” should not be assigned in situations where a student will need to retake a significant portion of this course, and this contract should in no way stipulate such. An “Incomplete” should be assigned only when a student has missed a final exam or has not submitted a term paper, for example, for reasons of illness or some other unavoidable circumstances. In some cases, it may be more appropriate for the student to consult with the Executive Vice Chancellor for Academic Affairs about the possibility of withdrawal due to extenuating circumstances. (Refer to current bulletin.)

DATE: _____ **SEMESTER:** _____

STUDENT’S NAME: _____ **VIP ID** _____

DEPARTMENT: _____ **COURSE NUMBER:** _____ **SECTION:** _____

COURSE TITLE: _____

REASON FOR INCOMPLETE:

NATURE OF WORK TO BE COMPLETED (tests, term paper, etc.):

EVALUATION OF STUDENT’S PROGRESS UP TO THIS POINT: _____

DEADLINE FOR COMPLETION (if earlier than 12 months): _____
(The maximum length of time for completion is 12 months.)

STUDENT’S SIGNATURE: _____
(The student’s signature is required. Faculty members are not authorized to sign for the student.)

INSTRUCTOR’S SIGNATURE: _____

SCHOOL DEAN’S/DEPARTMENT CHAIR’S SIGNATURE: _____