



SUFFOLK
UNIVERSITY
BOSTON

SAWYER BUSINESS
SCHOOL

Suffolk University, Sawyer Business School

INCOMPLETE GRADE CONTRACT

I. TO BE COMPLETED BY STUDENT

STUDENT'S NAME		
STUDENT ID#		
PHONE		
SUFFOLK EMAIL		
		@SUFFOLK.EDU

COURSE TITLE	
COURSE #	SECTION
SEMESTER	YEAR

INSTRUCTOR'S NAME	
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As a reminder, "I" (Incomplete) indicates a student has done passing work in a course but has not yet submitted all the outstanding work required for a formal evaluation. The "I" is awarded at the instructor's discretion, only if the student has completed at least half of the course requirements satisfactorily at the end of the semester, and there is a reasonable expectation that all course requirements can be completed in one academic year. An "I" must be formally re-evaluated by the instructor within one academic year, resulting in an evaluation grade or an extension of the "I," or it automatically converts to an "F." (<http://www.suffolk.edu/explore/58822.php>).*

Please note, an SBS Honors Student who received an "I" grade may be subject to dismissal from the honors program.

Student's Reason for Request

Detail your reason(s) for requesting the Incomplete grade. Attach any relevant documentation to support your request.

II. TO BE COMPLETED BY THE INSTRUCTOR

Did the student satisfactorily complete at least 50% of the coursework? Yes No
 (If NO, then an INCOMPLETE Grade is not appropriate.)

List of Completed Assignments	Grades

List of Remaining Assignment(s)/Coursework to be Completed	Percent of Final Grade	Due Date for Remaining Assignments	Actual Date of Completion

III. SIGNATURES

I understand what is necessary to complete the course requirements (i.e., both the assignments and the due dates). Student's Signature _____ Date _____

Please attach the course syllabus to this document. Instructor's Signature _____ Date _____

Department Chair's Signature _____ Date _____

Dean's Signature _____ Date _____

Completed contracts for undergraduate students must be submitted for final approval to Dean Catherine McCabe (cmccabe@suffolk.edu) and for graduate students to Dean Michael Behnam (mbehnam@suffolk.edu), one week prior to when grades are due to the Registrar in any given semester.

When the remaining coursework is completed by the student, the instructor or department chair must provide a copy of this document along with the grade change request.