



## SBS INCOMPLETE GRADE CONTRACT

### I. TO BE COMPLETED BY STUDENT

STUDENT'S NAME	
STUDENT ID #	DEGREE/PROGRAM
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.**

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## 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

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 \_\_\_\_\_

RETURN FORM TO FOLLOWING DEPARTMENTS FOR PROCESSING WITH REGISTRAR'S OFFICE:

SBS Undergraduate Incomplete Grade Extension form email to: [sbsug@suffolk.edu](mailto:sbsug@suffolk.edu) for signatures and processing

SBS Graduate Incomplete Grade Extension form email to: [businessgrad@suffolk.edu](mailto:businessgrad@suffolk.edu) for signatures and processing

**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.**