



**Howard University
Office of the Registrar
Incomplete Grade Contract**

Student Information

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Student Id Number
_____	_____	_____	_____
Email Address	Telephone Number	College	Major

Incomplete Grade Policy

An Incomplete Grade is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other extenuating circumstances beyond the student's control. Supporting documentation may be requested. Please note if an incomplete is granted the student should not be advised to reregister for the course.

ALL INCOMPLETE GRADES (other than grades for Thesis/Dissertation & Internship/Practicum/Externship) must be completed by the student no later than the last day of classes of the semester in which the student is next in residence. (Instructors must submit Special Grade Reports for removing incomplete grades by the last day of the semester.

Course Information

_____	Fall	Spring	Summer	_____
Course Title	Semester			Year
_____	_____	_____	_____	_____
CRN	Subject Code and Course Number	Section Number		Instructor of Record

Incomplete Contract Information

Current Grade _____ (Each incomplete designation ("I") must be accompanied by an alternative grade ("B," "C," "D," or "F")).

Deadline to Complete Work _____ Outstanding Work/Requirements to Complete _____

Authorizing Signatures

Student Signature/ Date

Instructor of Record Signature/ Date

Department Chair Signature/ Date