



# Center for Allied Health Programs

## Contract for Completion of Incomplete Work

The Program in Occupational Therapy requires use of this form when faculty and students are considering assignment of a grade of *Incomplete* ("I").

**Definition:** The grade "I" indicates that the instructor 1) has a reasonable expectation that the student can successfully complete the unfinished work on his/her own in time to allow the student to successfully progress in concurrent coursework, and no later than one year from the last day of classes and 2) believes that legitimate reasons exist to justify extending the deadline for course completion.

Each instructor's policies for awarding an "I" must be included in the course syllabus.

Students who are assigned *Incompletes* must complete the unfinished work by the date agreed upon with the instructor.

Students are expected to make up the work on their own. If completion of the work requires the student to attend class in substantial part a second time, assigning an "I" is **NOT** appropriate.

A student who receives a grade of "I" has one year to complete the work and receive a passing grade. If the unfinished work is not made up in one year or if the work is inadequate, the Instructor shall resubmit an "I", or after evaluating completed coursework shall submit an "F" (if the student registered on the A-F grade base) or "N" (if the student registered on the S-N grade base).

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\_\_\_\_\_ will receive an "I" in  
(Student Name)

\_\_\_\_\_ for \_\_\_\_\_  
(Course designator and number) (Semester/year)

\_\_\_\_\_  
(Reason for incomplete)

### CONDITIONS FOR MAKING UP UNFINISHED WORK

Assignments/exams to be completed

Deadline for completion

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Copy sent to advisor (NAME) Date