



Incomplete Contract

UNK POLICY STATES: AN "I" MUST BE CHANGED TO A GRADE WITHIN ONE YEAR (from the end of the semester in which the "I" was recorded) by completion of course requirements established by the instructor. If the course is not completed in that time (and an extension has not been granted by the Registrar) the "I" will convert to a grade of "F" on the student's transcript and cannot be changed other than by reregistering for the course.

Student's Name: _____ NU ID#: _____
Last First MI

_____ Taken: _____
Course ID/Title Semester Year

Instructor: _____ Date: _____

Note: The default length of the contract is one year from the end of the semester in which the course was taken, unless a shorter time is agreed upon by both the instructor and the student.

Incomplete Deadline: _____
Date

Tentative Schedule for Completion of Incomplete (*optional*):
(*Attach a separate sheet if needed.*)

Student Signature: _____ Date: _____
If student is unable to sign this form, please indicate how and when the student was contacted to arrange for the incomplete.

Faculty Signature: _____ Date: _____

*A copy of this signed form should be kept on file by the student, the instructor, and the instructor's department.