

FINLANDIA UNIVERSITY
Contract for Incomplete (I) or Incomplete in Progress (IP) Coursework

Student Name: _____ ID#: _____

Course: _____ Semester: _____
(alpha number title)

Academic Advisor: _____

Temporary Grade (I or IP): _____ As instructor, I verify that the student has made successful progress in the course.

Note: Incomplete (I) is for cases of extreme circumstances beyond a student's control that prevent a student from completing all required work. Incomplete in Progress (IP) is for theses, capstones, practicums, internships, and independent/directed studies in which the required coursework extends beyond the normal semester.

To resolve the I or IP grade, the student must complete the following work:

Date by which all work needs to be completed: _____
(not to exceed six months from the end of the semester in which the I or IP grade was incurred)

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

INSTRUCTOR – Please submit the original signed copy to the Registrar before posting the final grades for the course. DO NOT SEND THE STUDENT TO SUBMIT THIS FORM. Keep a copy for your files. It is the instructor's responsibility to follow up on the agreement and dates.

Upon successful completion of all course requirements, the instructor must submit the course grade to the registrar by completing and submitting this form or a grade change card.

Change the temporary grade to: _____
Instructor Signature _____ Date _____

Grade earned if work is not completed: _____
(optional) Instructor Signature _____ Date _____

Processed: _____
Date Registrar Signature