



# DELAWARE VALLEY UNIVERSITY

## Incomplete Grade Contract

STUDENT ID: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_  
FIRST LAST

COURSE NUMBER / SECTION: \_\_\_\_\_ / \_\_\_\_\_

NAME OF COURSE: \_\_\_\_\_

SEMESTER / YEAR COURSE WAS TAKEN: \_\_\_\_\_ / \_\_\_\_\_

The grade of "I" must be resolved by the end of the add/drop period of the next semester (an Incomplete in the fall semester must be resolved by the end of the add/drop period in the following spring semester; an Incomplete for the spring or summer must be resolved by the end of the add/drop period in the following fall semester). An extension beyond this timeline may be requested by the faculty member and must be approved by the Registrar. Please specify requirements necessary to complete the course:

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

ALL COURSE WORK IS DUE ON: \_\_\_\_\_

If course work is not submitted, the student will be awarded an **F**

GRADE WILL BE ENTERED ON: \_\_\_\_\_

\_\_\_\_\_  
COURSE INSTRUCTOR (*signature*)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COURSE INSTRUCTOR NAME (*printed*)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

### OFFICE OF THE REGISTRAR USE ONLY

GRADE ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_