

**Complete and return this form to:**

University of Rochester - Simon Business School  
Office of the Registrar  
2341 Carol Simon Hall  
Box 270100  
[registrar@simon.rochester.edu](mailto:registrar@simon.rochester.edu)  
Phone: (585) 275-8071 / Fax: (585) 276-0244



**INCOMPLETE GRADE CONTRACT**

**Directions**

- In order to receive a grade of "I" (Incomplete), the student and instructor must complete and sign this form. Once the work stated below has been completed and a Change of Incomplete Grade Form filed, the "I" grade will be replaced by the final grade which will appear on the student's official transcript.
- There is a one year limit for the completion of the course. If the course has not been completed by the contract deadline or, in the case of no deadline the one year limit, a grade of "E" (Failure) will be assigned and noted on the student's official transcript.
- Incomplete grades can affect scholarship. Be sure to check with Admissions for details.

**Student Name:** \_\_\_\_\_ **UID#:** \_\_\_\_\_  
Please print Last First MI

**Program:** \_\_\_\_\_

Term:  Fall  Spring  Summer Academic Year: \_\_\_\_\_

Course Number/Section/Title  
\_\_\_\_\_

Please choose how the student will complete this course:

- Student will complete course by submitting work to the original instructor.

Date final work is to be submitted to the instructor: \_\_\_\_\_

Describe the work to be completed: \_\_\_\_\_

- Student will complete the course by repeating it within one academic year. Courses are repeated by submitting a Repeat Course Form to the Registrar's Office.

\_\_\_\_\_  
Student's signature Date Print Name

\_\_\_\_\_  
Instructor's signature Date Print Name

*\*Registrar's Office Use Only\**

Revision: 8/2022

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_