



1234 Columbus Avenue
Roxbury Crossing, MA 02120

INCOMPLETE CONTRACT

Please print legibly. The white copy of this form should be submitted to the Enrollment Center by the grade deadline.

Student Name: _____ Student ID#: _____

Course Number: _____ Section Number: _____ Course Title: _____

Semester: Fall Spring Summer Year: _____

Faculty Name: _____

Description of Work to be Completed by Student	Deadline for Completion	Penalty Assigned if Work is Not Completed
<input type="checkbox"/> Examination _____	_____	_____
<input type="checkbox"/> Paper _____	_____	_____
<input type="checkbox"/> Project _____	_____	_____
<input type="checkbox"/> Other _____	_____	_____

*Deadline can not be later than the end of the ninth week of the following semester (not including the summer semesters).

Required Signatures

My signature indicates that I have discussed and agree to the terms of the contract outlined above and that I understand the Roxbury Community College incomplete policy described below.

Student Signature

Date

Faculty Signature

Date

Roxbury Community College Policy for Making up an Incomplete

A grade of incomplete ("I") may be given to a student at the faculty's discretion. An incomplete will not be granted to a student who has not made satisfactory progress in a course as determined by the midterm grade, quality of completed course assignments and attendance records. Students receiving an "I" must submit all work necessary to complete the course by the end of the following semester (excluding summer) in order to receive a grade for the course. Request for extensions beyond the deadline must be submitted in writing to the Registrar's Office prior to the deadline date. Requests for extensions will not be considered beyond the deadline date, at which time the grade of "I" will be converted to an "F". Under no circumstances, will an "I" be changed to a Withdrawal.

FACULTY'S EVALUATION (To be recorded on yellow copy and submitted to the Enrollment Center)

Permanent Grade Earned by Student _____

Faculty Signature: _____ Date: _____

White Copy Submitted to Enrollment Center by Faculty.

Canary Copy Faculty copy.

Pink Copy Submitted to student after the contract has been signed.

Gold Copy Submitted to Enrollment Center by Faculty upon completion of evaluation.