

## CONTRACT FOR NOTATION OF INCOMPLETE

This form is to be completed by the instructor and the graduate student requesting an incomplete notation for a course. The notation of I (incomplete) is an option providing a student with additional time to complete unfinished work. This work must be completed no later than one calendar year after the end of the semester in which the original course was taken. Refer to the [Incomplete Policy](#) for further information.

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\_\_\_\_\_  
UR ID Number\_\_\_\_\_  
Student Last Name\_\_\_\_\_  
Student First Name\_\_\_\_\_  
Department/Program Adv. Cert.    Master's    PhD  
Degree Program Fall    Spring    Summer  
Semester\_\_\_\_\_  
Year\_\_\_\_\_  
Course Subject & Number\_\_\_\_\_  
Title\_\_\_\_\_  
Instructor

Description of work to be completed:

Deadline for completion: \_\_\_\_\_  
*The deadline must be within one year.*Grade to be awarded if terms of contract are not met: \_\_\_\_\_  
*If no final grade is submitted within one year, this will be the posted final grade.*\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Instructor Signature\_\_\_\_\_  
Date

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**Submission:** This form should be submitted to the GEPA Office at [ASEGEP@rochester.edu](mailto:ASEGEP@rochester.edu) to be saved to the student's file. If a final grade is not submitted within one year, the GEPA Office will submit the grade noted above to the Registrar's Office.