

Pratt Institute
INCOMPLETE GRADE FORM

“Incomplete” is a designation given by the instructor at the written request of the student and available only if the student has been in regular attendance, has satisfied all but the final requirements of the course, and has furnished satisfactory proof that the work was not completed because of illness or other circumstances beyond his/her control.

The student must understand the terms necessary to fulfill the requirements for the course and the date by which work must be submitted. If the work is not submitted by the understood date of submission - not exceeding the end of the following term - the incomplete will be converted to a failure. If unresolved at the end of the following Semester, the grade is changed to a failure with a numerical value of 0.00.

INCOMPLETE WORK AGREEMENT		
Full Name (Last, First)		Pratt ID
Term and Year	Course Title	Course Number
Instructor Name		
Work to be completed:		
Reason for granting INC:		Agreed date of completion
<i>"We agree that the incomplete will be resolved as specified, or no later than the end of the term following this one, that no further extension will be given, and that the INC will change to "F" if the INC is not cleared as agreed."</i>		
Student Signature		Date
Instructor Signature		Date
Instructor: Please submit this form to the Office of the Registrar in person or by email. Myrtle Hall, 6 th Floor Sabrina Coles, scoles@pratt.edu		