



**Gwynedd Mercy University**  
**Contract for Incomplete Grade**

Student Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Due to extenuating circumstances, permission has been granted for the above student to receive a grade of Incomplete for this course. Per the University Catalog, all work must be completed within **30 calendar days** of the last day of the final examination period of the semester in which the course was taken, or the last day of the course if there is no final exam period.

If the work is not received within this timeframe, a grade of "F" will be recorded. No extension will be granted beyond 30 days unless approved prior to the end of the initial 30-day period.

Students must be doing passing work in the class in order to be granted an Incomplete.

We agree that the following is a complete list of all outstanding work that must be completed within 30 days of the final exam period or course end date (if there is no final exam period) in order for a Grade Change to be submitted. Failure to submit all required work within this timeframe will result in a grade of F for the course.

Outstanding work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All outstanding work listed above must be submitted by \_\_\_\_\_ (no later than 30 calendar days from final exam period or course end date) via:

Canvas       faculty *gmercyu.edu* account

other (please specify: \_\_\_\_\_)

**Authorizations:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN FORM TO THE DEAN OF YOUR COLLEGE**