

**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



**University  
of Rochester**  
Simon Business School

**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

\_\_\_\_\_

Plan to complete this course:

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

Describe the work to be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

Revision: 8/2026

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