

**UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**  
**DEPARTMENT OF CLASSICS**  
**DEPARTMENTAL CONTRACT FOR AN INCOMPLETE**

\_\_\_\_\_  
(Student Name)

PLEASE READ, SIGN, DATE, AND RETURN TO THE STUDENT SERVICES MANAGER

I understand that:

- 1) by departmental policy all outstanding assignments must be completed and the grade of 'Incomplete' replaced by a permanent grade by the end of the following term: that is, for fall classes, the last day of class in the following spring semester (usually the end of April), and for spring courses, the last day of class in the second summer session (usually late July);
- 2) if I fail to meet this deadline, I will become ineligible for continued departmental funding;
- 3) by University policy all course work must be completed and the IN replaced by a permanent grade by the last day of classes for the same term one year later;
- 4) if I fail to meet this deadline, the IN converts automatically to a F\*, making me academically ineligible to continue in the Graduate School of the University of North Carolina at Chapel Hill.

Because the course instructor is responsible for making the grade change through the online system (see [here](#)), he or she must set a deadline for receiving the assignment(s) that will allow him or her enough time to grade the work and submit the grade change prior to the above deadlines.

- 5) I acknowledge that I must turn in the following incomplete assignment(s) by the deadline specified below in order to avoid any problems with eligibility.

\_\_\_\_\_ in \_\_\_\_\_  
(assignment(s)) (course)

by \_\_\_\_\_  
(deadline)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date