



Azrieli

Azrieli Graduate School of
Jewish Education and Administration

Incomplete Contract

Please send completed form to azrieli@yu.edu

Student name _____ Banner ID# _____

Course no. EDU _____ CRN _____ Course Name _____

Semester _____ Year 20 _____

Are you in any of these programs? ☐ RIETS ☐ GPATS ☐ Pathways ☐ Azrieli-Revel ☐ PELE

I understand and accept that I will be receiving a grade of “Incomplete” for the above-mentioned class because I have not completed the required work.

I understand that the School’s policy for incomplete work is in line with that of the University, which states that:

1. It is the responsibility of the student to contact the instructor and request the grade of “Incomplete” and provide a reason why the work will not be completed. It is at the instructor’s discretion to grant the “Incomplete” and it is not guaranteed that it will be granted.
2. If the instructor agrees to grant the “Incomplete”, a deadline for the missing work to be submitted, is referenced below, before the end of the next semester. In line with the University’s policy on “Incomplete” grades, a temporary letter grade will also be assigned until agreed-upon missing work is submitted. This grade is based on the work already completed and may not be a passing grade.
3. If the agreed upon date passes without the completed work being submitted, it is understood that the temporary grade assigned to me will become my official grade for the class. Only the Dean of Azrieli or Program Director may grant an extension for my coursework to be completed.
4. Master’s students may not register for the following semester if they have more than 1 Incomplete on their records.

To have the “Incomplete” and temporary grade replaced on my transcript, I will complete all my missing work by an agreed upon date before the next semester.

The date for all Fall coursework to be submitted ☐ April 15

The date for all Spring coursework to be submitted ☐ Nov. 30

Reason for requesting the Incomplete: _____

Missing work to be completed: _____

Agreed to by:

Student’s name _____ Student’s Signature _____

Instructor’s Name _____ Signature _____

Program Director’s Signature _____

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