



THE LANDSCAPE INSTITUTE

Arnold Arboretum of Harvard University

29 Garden Street • Cambridge, MA 02138

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Contract for Incomplete Work

Instructions: It is the student's responsibility to complete and return this form to the Landscape Institute office before the end of the semester. It is the responsibility of the student to send the required course work to the instructor and see that the instructor has sent the final grade to the Landscape Institute registrar. The final grade for the course will be mailed to the student once it has been submitted.

Student _____

Instructor _____

Course Title _____

Semester: Fall Spring Summer Year _____

I am requesting an INCOMPLETE for the following reason(s) _____

Unfinished work for course (be specific) _____

Date for completion of work _____

I understand that course requirements must be completed in accordance with the conditions set forth by the instructor and no later than the date listed in the current catalog. I understand that work not completed by that above date would automatically be recorded as an F in the calculation of a final grade.

Date _____ Student's Signature _____

Instructor's Approval

Date _____ Signature _____

When complete, instructor must submit the grade change to the registrar. Grades must be submitted in writing with the instructor's signature.

Address: The Landscape Institute
 Cronkhite Graduate Center
 6 Ash Street, Cambridge, MA 02138
Fax: 617-495-8631