

# INCOMPLETE GRADE CONTRACT FORM

For timely posting of grades, please submit prior to finals week to [get.records@umb.edu](mailto:get.records@umb.edu) late INC's will delay your ability to approve your grade roster for posting, all grades must be entered to approve & post a roster. Once approved, rosters will be posted in the automated overnight process.

## Student & Course Information

*Table 1: Student & Course Info*

STUDENT NAME:	ID#:
COURSE (DEPT./#)	SEMESTER & YEAR:
COURSE TITLE:	INSTRUCTOR:
STUDENT'S LAST DATE OF ATTENDANCE:	DATE OF INC REQUEST:

## Contract Conditions:

The student must complete the following work for consideration of submission of a grade within two semesters or an earlier date as specified below:

DATE WORK TO BE COMPLETED AND IN POSSESSION OF INSTRUCTOR:

PLEASE PROVIDE INSTRUCTION FOR YOUR DEPARTMENT TO FOLLOW, IN CASE YOU ARE NOT IN RESIDENCE AT THE TIME OF COMPLETION:

NOTE: INC's are good for one year. INC's that are not updated after 1 year will become an incomplete F grade (IF). This will only be changed under extraordinary circumstances.

**It is the RESPONSIBILITY OF THE STUDENT to ascertain that the instructor is satisfied that the work has been completed.**

## Required Signatures:

Incomplete forms will be returned to the department for follow-up.

*Table 2: Signatures*

STUDENT:	DATE:
INSTRUCTOR:	DATE:
DEPT. CHAIR:	DATE:

Please submit this form to the Registrar's Office [get.records@umb.edu](mailto:get.records@umb.edu) for processing and provide copies to the student, instructor and department in which the course is being offered.