



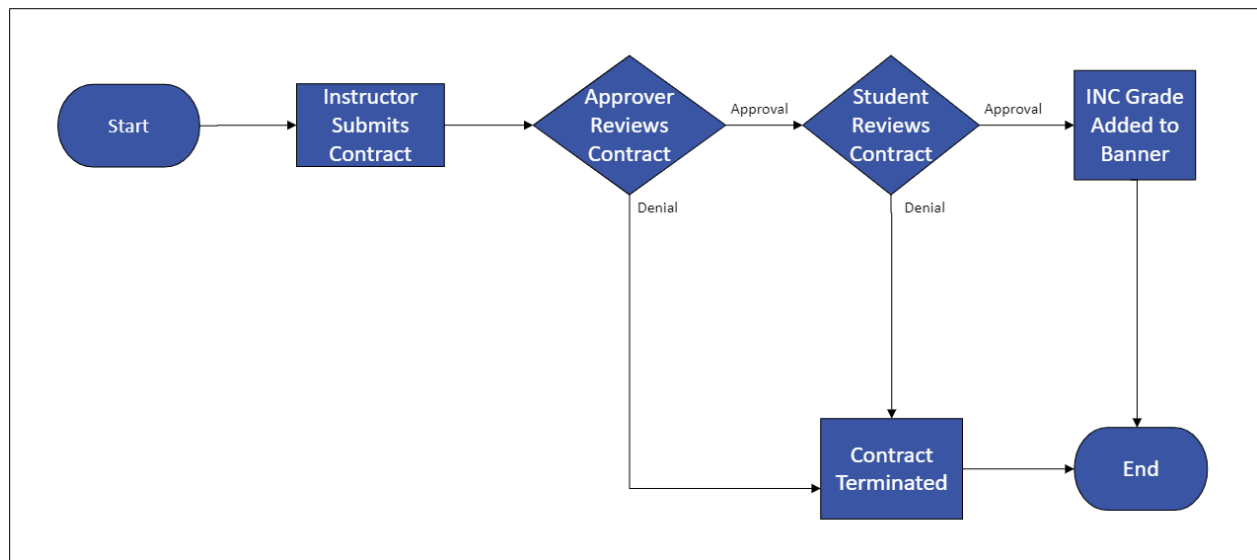
## Incomplete Grade Contract Application – College Approver User Guide for Summer 2025 Pilot

The Incomplete Grade Contract Application allows instructors to submit an electronic version of the incomplete contract, secure approvals from the college approver and the student, and populate the “INC” grade and the extension date into Banner for the course.

### New for Summer 2025

- Both primary and secondary instructors may use the system to submit incomplete contracts.
- The INC contract link is now accessible through DrexelOne.
- **The INC grade is no longer accepted in Banner Final Grade Submission or the BBLearn Grade Submit Tool. All INC grades must be submitted through the INC contract application.**

### Process Flow





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<http://www.drexel.edu/ais>

## Instructor Contract Submission

Instructors may submit an incomplete contract for a student from the **start of Week 7 of the quarter until the Sunday of Final Exam Week**. An instructor will initiate the process by having a conversation with the student and completing an incomplete contract for them with negotiated work and deadlines. The contract will be subject to approval by the college approver before the student is able to review and accept the terms of the contract.

College Approvers are set up in the system by OUR. Each college may have an undergraduate and a graduate approver. Please contact OUR if an approver must be re-assigned.

Upon submission of the contract, the college approver will receive an email directing them to review pending contracts. Reminder emails will be sent Mondays and Thursdays.



## Accessing the INC Contract

- 1) Open any internet browser and navigate to <https://inc.irt.drexel.edu>. You may also access the link on the Faculty Tab in DrexelOne.

The screenshot shows a web browser window with the address bar displaying [one.drexel.edu/web/university/faculty](https://one.drexel.edu/web/university/faculty). The page features a dark blue header with the "drexelone" logo and a navigation bar with tabs: WELCOME, ACADEMICS, BILLING+FINANCIAL AID, CO-OP+CAREER SERVICES, FACULTY (highlighted in yellow), and EMI. Below the navigation bar, the "Course Administration" section is visible, containing a list of links. The "INC Contract" link is highlighted with a red rectangular box. The description for this link reads: "Use this link prior to the deadline to submit an incomplete contract for the current term". Other links in the section include "Class List", "Submit Final Grades", "Submit Grade Change(s)", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Term Master Schedule", "More BannerWeb Faculty Services >>", "eCAMPUS FAST Course Adoption", and "Photo Class List". To the right, the "My Courses" section is partially visible, showing an "Admin Section" with input fields for UDC ID, week number, enrollment confirmation, and answer prior.

- 2) Click on "Sign in" and enter your DrexelOne credentials.



## Selecting a Contract

- 1) You may see a list of contracts awaiting approval between Week 7 of the Quarter through the Tuesday after Final Exam Week. Select a contract, and click “Continue.” Once a contract has been approved or denied, it will disappear from the list. Expired contracts will also disappear from the list.

**INCOMPLETE GRADE CONTRACT SUBMISSION APPLICATION**

Setup ▾ Select Course Contracts

Incomplete Contracts Awaiting Approval

Select a contract and click **Continue**.

Show 10 entries

Term	Student Id	Photo	First Name	Last Name	Instructor First Name	Instructor Last Name	CRN	Course
202331	12345678		Test	Student1	Test	Test	33829	MCBG 513S A Molec & Cell Biology Seminar C
202331	87654321		Test2	Student2	Test	Test	31208	IDPT 501S A Biostatistics I L

Showing 1 to 2 of 2 entries

[Continue](#) [Previous](#) [1](#) [Next](#)

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## Reviewing the Contract

- 2) Review the course work to be completed and the deadline for all work to be submitted to the instructor. Check the “Approved” or “Denied” box and select “Submit.” If the application is denied, you must include an explanation in the text box below. **Please complete this step as soon as possible so that the instructor has time to review and re-submit in case of a denial before the submission period ends.**

The screenshot shows the 'INCOMPLETE GRADE CONTRACT SUBMISSION APPLICATION' form. It includes fields for Student Id (12345678), Student Name (Test Student1), Term (202335), CRN (31642), and Course (ANTH 101 A Cult Divers: Intro Cult Anthro L). Below these fields, it specifies 'Course Work to be Completed: Test' and 'Date to be completed: 12/23/2024'. There are two checkboxes: 'Approved' and 'Denied (Justification must be added below)'. A red arrow points to the 'Submit' button at the bottom left of the form.

### Approval Denied by College Approver:

- a. The contract will be terminated.
- b. The instructor will receive an email with details about the reason for the denial.
- c. The instructor may confer with the student and submit a new incomplete contract if necessary.

### Approval Received by College Approver:

- d. The student will receive an email directing them to a page where they may review the terms of the incomplete contract, the work to be completed, and the deadline. They may accept or decline the terms of the contract.
- e. The instructor will receive an email confirming the approval by the college approver.

### Student Agrees to the Terms of the Contract:

- f. If the student approves the terms of the contract, the instructor and the student will receive an email with a PDF of the completed contract.
- g. The INC grade and the extension date will populate in Banner for the course.



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- h. An instructor may submit a change of grade form to update the grade once the required work has been completed and graded.

## Student Declines the Terms of the Contract:

- i. If the student declines the terms of the contract, the application will be terminated. The instructor may confer with the student and submit a new incomplete contract for them if necessary.

**INCOMPLETE GRADE CONTRACT SUBMISSION APPLICATION**

Contracts

INC Contract - UG

Incomplete Process Request

The decision to honor a student request for an incomplete grade is at the discretion of the course instructor at the time the INC is requested. The student and the instructor must enter into a contract that delineates the requirements for the student to make up the outstanding course material. Guidelines to enable successful course completion are:

- The student has successfully completed most of the required course work (which should be between 70-80% of the course, depending on the level and content of the course) and in the estimation of the instructor, has a reasonable likelihood of completing the course material.
- The student has maintained a passing grade of C or better for the completed material.
- The instructor determines the student to have a legitimate reason to request an Incomplete grade.

Incomplete grades may not exceed two quarters for a quarter-schedule class or one semester for a semester-schedule class; extensions may be granted by the instructor with approval from the Vice Provost for Curriculum and Instruction. If a final grade is not submitted by the date established with the course instructor in the Incomplete Grade Contract, the INC grade will become a failing grade (IF) on the student's academic record; this grade will be reflected in the student's GPA and will be considered as the final grade.

Student Name: **Test2 Test2** Student Id: **07054321**

Required course work to be completed:  
**Test**

Deadline course work is to be completed: **12/23/2024**

Submitting this contract is an acknowledgment that I understand and agree to all terms for resolving the incomplete grade.  
By entering into an incomplete contract with the instructor, I waive the ability to withdraw from the course.

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