



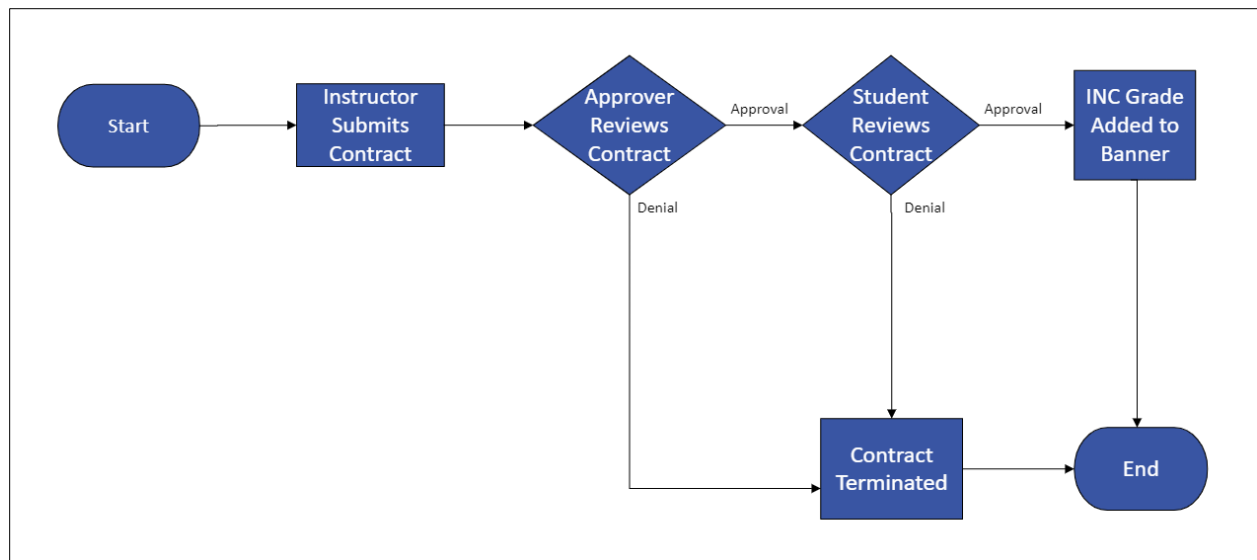
## Incomplete Grade Contract Application – Faculty User Guide for Summer 2025 Pilot

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 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>

## 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". The page features the DrexelOne logo and a navigation bar with tabs: WELCOME, ACADEMICS, BILLING+FINANCIAL AID, CO-OP+CAREER SERVICES, FACULTY (highlighted in yellow), and EMI. The main content area is divided into two columns. The left column, titled "Course Administration", contains a list of links: Class List, Submit Final Grades, INC Contract (highlighted with a red box), 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. The right column, titled "My Courses", contains an "Admin Section" with fields for "Currently viewing:", "Enter UDC ID (abc123)", "Enter a week number,", "Enter an enroll confirm", "Enter an answer prior", and "Registered for courses". At the bottom of the right column, there is a checkbox labeled "Ignore cache" and fields for "College:" and "College Code:".

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



## Selecting a Student

- 3) Select a course from the menu and click "Continue."

*No courses with grade modes incompatible with the "INC" grade will be displayed. You will be unable to select a course if it is outside of the incomplete contract submission period (Week 7 – Sunday of Final Exam Week).*

**Drexel UNIVERSITY** INCOMPLETE GRADE CONTRACT SUBMISSION APPLICATION

Setup Select Course Contracts

Course Select

Select the course for which an incomplete contract is being requested and click **Continue**.

Show 10 entries

Term	Part Of Term	Part Of Term Desc	CRN	Course
202415	1	Full Term	10055	MEM 320 A Fluid Dynamics I L
202415	1	Full Term	10182	SE 210 A Software Spec and Design I L
202415	1	Full Term	10291	BLAW 346 A Entrepreneur Law L
202415	1	Full Term	10763	CIVC 101 A Intro to Civic Engagement L
202415	1	Full Term	10986	ENTP 210 A Leading Start-Ups L
202415	1	Full Term	11602	MATH 121 A Calculus I L
202415	1	Full Term	11742	ENTP 370 A Global Entrepreneurship L
202415	1	Full Term	11852	ENGR 113 A 1st Year Engineering Design F
202415	1	Full Term	13153	PHIL 311 A Ethics and Info Tech L
202415	1	Full Term	13698	MKTG 326 A Marketing Insights L

Showing 1 to 10 of 10 entries

Previous 1 Next

Continue




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- 4) Select a student from the menu. Click “Continue.”

*Please note: If the intended student is not on the list or is not able to be selected, an incomplete contract may not be submitted electronically for that student. No student who has withdrawn, received a grade, or has a contract in progress for the course may be selected.*

**INCOMPLETE GRADE CONTRACT SUBMISSION APPLICATION**

Setup▼ Select Course Contracts






### Student Roster

Select a student from the roster, and click **Continue**.

Please Note: If the intended student is not on the list or is not able to be selected, an incomplete contract may not be submitted electronically for that student. No student who has withdrawn, received a grade, or has a contract in progress for the course may be selected. Please contact the Office of the University Registrar at [academic-records@drexel.edu](mailto:academic-records@drexel.edu) if further assistance is needed.

Term: **202331** Part Of Term: **Full Term** Course CRN: **33811**

Show  entries

Student Id	Photo	First Name	Last Name
<input type="text"/>		<input type="text"/>	<input type="text"/>
12345678		Test1	Student 1
87654321		Test2	Student2
11111111		Test3	Student3
22222222		Test4	Student4
33333333		Test5	Student5

Showing 1 to 5 of 5 entries


Previous **1** Next

Continue



## Submitting the Contract

- 5) Review the text of the incomplete policy. Enter the “Required work to be completed” into the text field. ***Please keep in mind when selecting a due date that the deadline for submitting the final grade via the change of grade process should be 24-48 hours after the student has completed all deliverables. The deadline to complete the deliverables may not exceed two quarters.*** Select “Submit.”

 **INCOMPLETE GRADE CONTRACT SUBMISSION APPLICATION**

Setup ▾ Select Course Contracts

INC Contract - GR

Incomplete Process Contract - Graduate Policy

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 instructor determines the student to have a legitimate reason related to an exigent circumstance(s) as the reason to request an Incomplete grade.
- The student has successfully participated in the course and completed most of the required coursework. In the estimation of the instructor, the student has a reasonable likelihood of completing the outstanding course material.
- The student has maintained a passing grade of C or better for the completed material.


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 Graduate College. 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 (I/F) on the student's academic record; this grade will be reflected in the student's GPA and will be considered as the final grade.

To be completed by the instructor:

Student Name **Test1 Student1** Today's Date: 04/02/2024

Required course work to be completed:  
Example: 2 Discussion board posts, 1 Final Paper, etc

The deadline should be the negotiated time to complete the outstanding deliverables, not to exceed two quarters.

Deadline course work is to be completed:  

The deadline for submitting the final grade via the change of grade process once the student has submitted all required deliverables, should be 24-48 hours. This is in accordance with the grade submission guidelines distributed every term.

Submitting this contract is an acknowledgment by the student and instructor that both parties understand and agree to all terms for resolving the incomplete grade. As the instructor, I affirm that I have not yet and will not enter a grade for this student in this course during the final grade submission period. By entering into an incomplete contract with the instructor, the student waives the ability to withdraw from the course. A contract must be approved by all parties before the end of the grading period for the term in order to be valid.

**Submit**

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*Please note: If you are selecting a due date in the next calendar year, please click on the month and year heading in the calendar to select the next calendar year, then click on the desired year, then select month and day.*

The deadline should be the negotiated time to complete the outstanding deliverables

Deadline course work is to be completed: 10/04/2024

The deadline for submitting the final grade accordance with the grade submission guide

Submitting this contract is an acknowledgment that I have not yet and will not enter a grade for this course, which waives the ability to withdraw from the course

Submit

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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The deadline should be the negotiated time to complete the outstanding deliverables, not to exceed

Deadline course work is to be completed: 10/04/2024

The deadline for submitting the final grade accordance with the grade submission guide

Submitting this contract is an acknowledgment that I have not yet and will not enter a grade for this course, which waives the ability to withdraw from the course

Submit

2024

Next Year

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

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## Contract Approval/Denial

- 6) Upon submission of the contract, you will receive an email confirmation. You will receive a second email once the college approver has approved or denied the terms of the contract.

### Approval Denied by College Approver:

- a. The contract will be terminated.
- b. You will receive an email with details about the reason for the denial.
- c. You may confer with the student and submit a new incomplete contract for the student 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. You 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, you and the student will receive an email with a PDF of the completed contract.
- g. The INC grade will populate in Banner for the course.
- 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.
- j. You may confer with the student and submit a new incomplete contract for them if necessary.



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## 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 (I/F) 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: **87654321**

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.

Agree

Disagree

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