



Graduate Quarter Student Incomplete Grade(INC) Contract

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; 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

Section A:

To be completed by the student:

Name:	Date:
ID:	Major:
Course (Subject and Course Number): CRN:	Term (i.e. 201915): Year:
Title of the Course:	Justification for Request:

Section B:

To be completed by the instructor:

Name:	Date:
Required course work to be completed:	
Deadline course work is to be completed:	Deadline for grade submission:

Signing this document is an acknowledgment by the student and instructor that both parties understand and agree to all terms for resolving the incomplete grade.

Student Signature _____ **Date:** _____

Instructor Signature _____ **Date:** _____

Departmental Signature _____ **Date:** _____

(Department Chair or Program Director for the course)

Submit this form to the Office of the University Registrar by using the appropriate email listed below and retain copies for student and instructor.

University City Campus: UC-Academic-Records@drexel.edu

Center City Campus: CC-Academic-Records@drexel.edu