



## Contract for Grade of Incomplete (INC)

*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; extensions may be granted by the instructor with approval from the Vice Provost for Undergraduate Education. 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 Undergraduate student:

Name:	Date:
ID:	Major:
Course (Subject and Course Number):      CRN:	Term (i.e. 201915):      Year:
Title:	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 acknowledgement 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:** \_\_\_\_\_

**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 Registrar: UC-Academic-Records@drexel.edu

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

**Drexel University   .   3140 Chestnut Street   .   Philadelphia, PA   .   19104-2875**