

## INCOMPLETE GRADE CONTRACT FORM

*For timely posting of grades, please submit prior to finals week.*

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Course Dept./Number: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Student's Last Date of Attendance: \_\_\_\_\_ Date of INC Request: \_\_\_\_\_

The student must complete the following work for consideration of submission of a grade within one year of the date of this request:

Date work to be complete and in possession of instructor: \_\_\_\_\_

Please provide instructions for your department to follow, in case you are not in residence at the time of completion.

NOTE: If an INC is not made up by the end of the grading period two semesters later, it becomes an IF (Incomplete F grade). 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.**

\_\_\_\_\_  
Signature of the Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

**Please return this form to the Office of the Registrar (CC-4100) for processing, and provide copies to the student, instructor and department in which the course is being offered. (Electronic attachments using UMass Boston email communication is allowed.)**

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FOR OFFICE USE: Approved by: \_\_\_\_\_ Denied by: \_\_\_\_\_

Date: \_\_\_\_\_ Student notified: \_\_\_\_\_

*(form updated 10/30/18, KLR, UGS and MMM, GS)*