

Incomplete Grade Contract for Classes Offered in SPHHS

Please submit a copy of the form to the Office of the Associate Dean for Academic Affairs in
129 Arnold House

UNIVERSITY POLICY:

Students who are unable to complete course requirements within the allotted time because of severe medical or personal problems may request a grade of Incomplete from the instructor of the course. Normally, incomplete grades are warranted only if a student is passing the course at the time of the request and if the course requirements can be completed by the end of the following semester. Instructors who turn in a grade of "Inc" are required to leave a written record consisting of items one through five (1-5), below, with the departmental office of the academic department under which the course is offered. Additional information can be found on page 25 of the [UMass Academic Regulations Handbook](#).

I. Student Information

Name: _____ Email: _____@umass.edu Date: _____

SPIRE ID: _____ Primary Major: _____ Phone #: _____

II. Course Information

Semester & Year (e.g. Fall 2017) _____ Course Dept. & Number (e.g. KIN 100) _____

Course Title _____

Instructor's Name _____

Five Digit Class Number _____ Section _____ Credits _____

Five Digit Lab/Discussion Number _____ Section _____

III. Instructor Report

1) State the percentage of work completed: _____

2) Grade earned on the completed work: _____

3) Description of the work that remains to be completed:

4) Description of the method by which the student is to complete the unfinished work:

5) Date by which the work is to be completed: _____

IV. Signature- I understand that a grade of Incomplete is counted as an F until resolved. If not resolved by the end of the following semester, the grade will automatically be converted to an IF. Faculty wishing to extend this deadline must write to the Registrar's Office stipulating a specific date by which the Incomplete will be completed.

Student Signature

Date

Instructor Signature

Date

SPHHS Associate Dean of Academic Affairs Office & Center for Student Success Use Only

Date Received: _____

Comments: