



UNIVERSITY  
OF THE BAHAMAS

## INCOMPLETE CONTRACT

An **Incomplete Contract** must be negotiated between the student and the course instructor **prior to the end of the semester/session and prior to the submission of final grades**. A student who is receiving a passing grade for coursework and for whom extenuating circumstances prevent him or her from completing the remainder of the coursework prior to the submission of final grades, may be eligible, at the discretion of the instructor, for an 'I' grade. The **INCOMPLETE CONTRACT** form detailing the work to be submitted for completion as well as the deadline for such work must be signed by the student, instructor and Head of the examining Academic Unit and submitted to the Records Department with the grade sheet for the course. An 'I' grade that is not changed by the instructor by the end of the next regular semester automatically converts to an 'F' grade.

Name of Student: \_\_\_\_\_ ID #: \_\_\_\_\_  
Please print

UB E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Status (check one):    ☐ Freshman            ☐ Sophomore            ☐ Junior            ☐ Senior

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

Course Abbreviation/Number: \_\_\_\_\_ Course Section: \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Semester/Session: \_\_\_\_\_ Year: \_\_\_\_\_

Course Fulfills (check one):    ☐ Major Area            ☐ Minor Area            ☐ General Education            ☐ Elective

Reason for Incomplete: \_\_\_\_\_

### Assignments to be Completed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Assignments to be Submitted to Course Instructor By: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature of Course Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature of Academic Unit Head

\_\_\_\_\_  
Date