



**UNIVERSITY
OF THE BAHAMAS**

**INCOMPLETE CONTRACT
REQUEST FORM**

An **Incomplete Contract** must be negotiated between the student and the course instructor **by the end of week 12 for the regular semester/end of week 4 for the summer session**. 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 course instructor, for an 'I' grade. **Failure to complete an assignment or an F grade on an assignment do not constitute an extenuating circumstance**. The **INCOMPLETE CONTRACT REQUEST FORM** detailing the work to be submitted for completion and the deadline for such work must be signed by the student, instructor and Head of the examining Academic Unit and submitted to the Office of the Registrar along 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: _____ Mobile Phone: _____

Course Title: _____

Course Abbreviation/Number: _____ Course Section: _____

Number of Credits: _____ Semester/Session: _____ Year: _____

Course Fulfills (check one): [] Major Area [] Minor Area [] General Education [] Elective Requirement

Reason for Incomplete: _____

Assignments to be Completed:

1. _____
2. _____
3. _____

Assignments to be Submitted to Course Instructor by: _____

Student's Signature: _____ Date: _____

Name/Signature of Course Instructor: _____ Date: _____

Name/Signature of Academic Unit Head _____ Date: _____

OFFICE OF THE REGISTRAR

Date Received: _____ Date Processed: _____

Signature, Registrar/Deputy Registrar: _____ Date: _____