Use Ball Point Pen | Press Hard | Print Clearly

Bergen Community College
CONTRACT FOR RESOLUTION OF THE "INC" GRADE

Student's Name _____ Instructor's Name _____

Student's Social Security Number or Colleague ID _____ Course Title _____

Semester _____ Year _____ Course Number _____ Section Number _____

The Grade "INC" (incomplete) indicates that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the "INC" grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in this contract, with the exception of missing the final exam due to an emergency.

Conditions for resolving "INC" grade	Date Due*
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____

☐ FINAL EXAM: Student's signature not required.

Instructor's Signature _____ Date _____ Student's Signature _____ Date _____

When circumstances are such that conditions can only be agreed upon by phone, the instructor will issue the "INC" grade and in addition enter contract pending in the remarks column of the final roster and leave the contract with the Divisional Secretary for student signature and distribution.

CONTRACT PENDING: Student must sign contract by: _____

* NOTE: A student is not eligible to receive a degree until outstanding "INC" grades are resolved either by completion with a passing grade or by acceptance of an "F" (failing) grade. At that time a supplemental graduation check will be done by the Registrar's Office and the degree awarded if appropriate.

ADDITIONAL COMMENTS OR SPECIAL INSTRUCTIONS:

Instructor's Copy: White
Division Copy: Canary
Student's Copy: Pink