



1637 Bedford Avenue, Suite 107 - Brooklyn, NY 11225
Telephone: 718-270-6040 - Email: mecregistrar@mec.cuny.edu

Incomplete Grade Agreement Form

INCOMPLETE (INC) GRADE:

The grade of **Incomplete (INC)** is assigned when a student has not fulfilled the course requirements due to valid and substantial reasons, and there is a reasonable expectation that the student will successfully complete the remaining requirements. The INC grade encompasses any failure to complete all course obligations, such as submitting a paper or taking a final examination.

INSTRUCTIONS

STUDENT: Read this through carefully. If you are seeking to complete missing coursework or to take a make-up final* after the end of the semester, you must complete this form. Be aware that a temporary grade may affect your eligibility for financial aid, graduation, and honors.

INSTRUCTOR: The deadline you note below for the submission of all outstanding work by the student should be before the official 10th-week date into the succeeding semester.

1. Complete and sign the attached Incomplete Grade Agreement
2. Submit the completed agreement to be housed in the Academic Department
3. Complete and submit a Change of Grade form along with a copy of the Incomplete Grade Agreement to mectranscripts@mec.cuny.edu once the terms of the contract are met.

REMINDER:

The grade of "INC" lapses to an "FIN" grade no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term/Session. The grade of "INC" (Incomplete) should be given by the instructor in consultation with the student only when there is a reasonable expectation that a student can successfully complete the requirements of the course. It is a temporary grade awarded when the disposition of the final grade requires further evaluation for reasons other than the Procedures for Imposition of Sanctions related to the Board's Academic Integrity Policy.



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Incomplete Grade Agreement Form

Academic School:			
Academic Department:			
Academic Department Chair's Name:			
Instructor's Name:			
Student Information			
Student Emplid:		Last Name:	First Name:
Course Information		Subject and Course No.:	Section: Class No.:
Semester and Year:			
Course Title:			Grade: INC
Reason for the INC grade:			
Stipulations		Anticipated completion date for the work:	
Detailed description of work to be completed:			
1.		Complete: Yes No	
2.		Complete: Yes No	
3.		Complete: Yes No	
Student responsibilities:			
I will complete the work described above by the date indicated. I understand that if the necessary work is not completed during this period, I will receive a grade of FIN for the course.			
Faculty responsibilities:			
I agree to assign an INC to the student for the relevant semester. I also agree that if the student completes the work listed above within the time span agreed to, I will change the student's grade to an appropriate letter grade.			
Student's signature:			Date:
Faculty's signature:			Date:
Date INC grade completed:		Grade assigned:	
Comments:			

Note: Faculty must complete a Grade Change Form to officially change the INC grade. The completed Grade Change Form is signed by the Chair and Dean and submitted to mectranscripts@mec.cuny.edu for processing.