

**THE COLLEGE/UNIVERSITY OF THE BAHAMAS
INCOMPLETE CONTRACT FORM**

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 Chair/Academic Head of the examining School/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.

Name of Student: _____ ID #: _____
Please Print

Telephone: _____ E-mail: _____

Status (check one): Freshman Sophomore Junior Senior

Course Title: _____

Course Abbreviation/Number: _____ Course Section: _____

Number of Credits: _____ Semester/Session: _____

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

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 Chair/Academic Head

Date

1ST SHEET RECORDS; 2ND SHEET STUDENT; 3RD SHEET CHAIR/ACADEMIC HEAD