



Ohlone College
Office of Admissions and Records

Incomplete Grade Contract

Date: Semester/Term: Year:

Name: Last, First MI Student ID No.

Address: Number Street Name City State Zip Code

Telephone No. E-Mail:

Course: Synonym No./Dept./Course No. Title Units

Title 5 defines the "I" as "Incomplete academic work for unforeseeable, justifiable reasons at the end of the term" (Such as accident, illness or death in the family).

Reason for Contract:

Incomplete grades not resolved within one calendar year will automatically revert to an "F". If you do complete the remaining work, your grade will be based on performance in the entire course. Students may not re-enroll in a course where they have an Incomplete Grade.

Student Signature: Date:

Completion date (if less than one year):

Conditions for removal of incomplete grade:

Instructor's printed name:

Instructor Signature: Date:

Instructor: Return a copy of this form to the Office of Admissions and Records when submitting final grades online. Please be sure to enter the completion date on WebAdvisor so that the student will not receive a grade of "F". Upon completion of coursework, complete a Change of Final Grade form and return it to the Office of Admissions and Records.