



# INCOMPLETE GRADE CONTRACT

Office of Admissions & Records

## To Be Completed by Student

Date: \_\_\_\_\_ Semester/Term:  Spring  Summer  Fall Year: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_  
Last Name First Name MI

Address: \_\_\_\_\_  
Street Address City State Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Class: \_\_\_\_\_ Title: \_\_\_\_\_ Units: \_\_\_\_\_  
*Example: ENGL-101C-04 (077074) Example: Critical Thinking and Composition 3.00*

**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 not 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: \_\_\_\_\_

## To Be Completed by Instructor

Completion date (if less than one year): \_\_\_\_\_

Conditions for removal of incomplete grade: \_\_\_\_\_

Instructor's printed name: \_\_\_\_\_

Instructor's 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.

I would like a friendly reminder 1-2 weeks prior to the contract expiring along with a Change of Grade form.

Office of Admissions & Records Only			
Received: <input type="checkbox"/> Inter-office mail	<input type="checkbox"/> Email	<input type="checkbox"/> In-person	<input type="checkbox"/> Drop box
Change of grade received: _____ Date	Grade received: _____	Processed by: _____	Date: _____