



**INCOMPLETE GRADE CONTRACT**

Student ID Number \_\_\_\_\_

Term: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this contract to replace an "RD4" grade and return to Admissions and Records at the end of the term.

1) PRINT: Student Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

2) Control #: \_\_\_\_\_ Course # / Title: \_\_\_\_\_ / \_\_\_\_\_ Units: \_\_\_\_\_

3) Condition(s) for removal of the "I" grade: (may not include retaking course in subsequent term) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Grade to be entered in student record if Incomplete is NOT removed or student elects to repeat class:

**Student submission (and subsequent approval) of a petition to repeat the course listed in item #2 will result in the "I" grade for this course being changed to the grade listed in #4.**

Instructor's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**Instructor Note: In the event that the student is unavailable for signature of this form, please explain on the above line the reason for such unavailability. This form will not be processed by Admissions and Records without either the student signature or such explanation.**

**INSTRUCTOR REPORT OF FINAL GRADE**

The condition(s) listed in #3 have been met and the above named student should be awarded a grade of:

Date: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_

An Incomplete ("I") grade may be awarded for an unforeseeable emergency or justifiable reason at the END of the term to REPLACE AN "RD4". The original (white) copy of the Incomplete Grade Contract, signed by BOTH the instructor and student, must be submitted to Admissions and Records during the grading period. Clearly state the specific conditions for removal of the Incomplete (#3) and the grade to be entered if the conditions are not met (#4). A final grade is awarded by the instructor (using the yellow copy) when the conditions stated in #3 have been met. Students have one year from the end of the term to fulfill the conditions for removal unless a shorter time period is specified by the instructor in #3. California Code of Regulations: 5 CA ADC 55023

White – Admissions and Records, \*Yellow – Retained by Instructor, Pink - Student  
\*Yellow (Instructor may use a Change-of-Grade Form to report a final grade.)

## **I (Incomplete)**

Incomplete academic work for an unforeseeable emergency and justifiable reason at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the "I" and the grade to be assigned in lieu of its removal is stated by the instructor on the "Incomplete Grade Contract," signed by the student, and submitted by the instructor at the end of each term. The original copy of the "Incomplete Grade Contract" is filed in the Office of Admissions and Records and a copy given to the student by the instructor. A final grade is assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. A student may petition the Academic Council for an extension of time due to unusual circumstances. Units graded with the "I" symbol are not included in determining the GPA. This grade is used in determining progress probation and dismissal.