

GROSSMONT COLLEGE

INCOMPLETE GRADE CONTRACT

This form must be presented to the instructor.

Social Security Number

Student's name: Last _____ First _____ Middle Initial _____

AN INCOMPLETE GRADE should be assigned only for unforeseeable emergencies. An Incomplete "I" grade may be given only after the student has contacted the instructor. The conditions for removal of the "I," as well as the grade given, are determined by the instructor. It is the student's responsibility to know exactly what work is to be completed and how it is to be submitted to the instructor. **DO NOT RE-ENROLL IN THE CLASS.**

The "I" may be made up no later than one semester following the end of the term in which it was assigned, unless the student has received approval from the instructor and has processed an approved petition through the petitions committee.

STUDENT:

Having read the above statement, I request a grade of INCOMPLETE for the following:

Section Number	Subject and Number	Units		Year	Term
			in	20	<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall

Student's Signature: _____ Date: _____

INSTRUCTOR:

Description of work to be completed:

*Re-enrolling in the class is not an option clearing the incomplete grade.

A grade of _____ has already been earned on _____ % of the coursework.

The instructor will attach a copy of the course syllabus to the department chair's copy.

In the event the student has exercised the option of CR/NC grading and the student fails to complete all outstanding obligations before the end of the next successive semester, this INCOMPLETE will be changed to a FINAL grade of:

NC

In the event the student does not complete all outstanding obligations before the end of the next semester and has not exercised the option of CR/NC grading, this INCOMPLETE will be changed to a FINAL grade of:

B C D F

Instructor's Signature

Date

OFFICE USE ONLY

Date Received _____ Transcripts _____ Roster _____

DISTRIBUTION: WHITE – A & R, GREEN - Instructor, YELLOW – Student, PINK –Dept. Chair , GOLDENROD – Instructional Dean

Incomplete Grades (statement for the catalog indicating campus procedure)

An Incomplete (“I”) grade may be awarded at the discretion of the instructor when all the following conditions exist:

- The student has contacted the instructor of his/her course and both have agreed to the provisions established in the Incomplete Grade Contract.
- The student has had an unforeseen emergency that prevents him/her from completing the remaining course work. Evidence to verify the emergency may be required.
- The student has completed a minimum of 50% of the required coursework, as specified in the course syllabus, with regular attendance, and there is still the possibility of earning a passing grade.

The student is responsible for acknowledging the following:

- The student is responsible for completing the coursework as outlined in the *Incomplete Grade Contract*; upon satisfactory completion, the instructor will replace the “I” with a grade.
- The “I” is not used in calculating GPA or units.
- The “I” cannot be cleared by re-enrolling in the course.
- The grade earned on the portion of work completed for the course (as specified in the course syllabus) must be used to calculate the final grade for the course.
- A signed *Incomplete Grade Contract*, in which the student agrees to complete remaining coursework, must be filed by the instructor. In the case of an extreme emergency where the student is unable to meet with the instructor, the instructor may initiate and file the *Incomplete Grade Contract*, sending a copy to the student for signature. The contract is invalid without both instructor and student signatures. Without the student’s signature, the “I” will revert to the default grade at the end of the following semester.
- Class time and/or assignments outlined in the *Incomplete Grade Contract* must be completed by the end of the 16-week semester following the date on the contract. If not, the “I” will revert to the default grade assigned on the *Incomplete Grade Contract*.
- An extension of time for removal of the “I” must be petitioned by the student. The petition must include evidence of approval from the instructor.
- In the event that the original instructor of record on the *Incomplete Grade Contract* is unavailable, the student must see the appropriate department chair or dean for alternate arrangements.