## **CUYAMACA COLLEGE**

## **INCOMPLETE GRADE CONTRACT**

This form must be	presented to	the instructor <b>before</b> the end of the	he class.	
Student ID Number		() Phone Number		
Student's Name: La	ast	First	Middle Initial	
semester. An Incompthe "I," as well as the	olete grade may grade given, ar	e assigned <b>ONLY FOR UNFORESEEA</b> be given only after the student has cone determined by the instructor. It is the ubmitted to the instructor. DO NOT RE	ntacted the instructor. The student's responsibility t	ne conditions for removal of o know exactly what work is
		n one semester following the end of the las received approval from the instructo		
STUDENT:	ad the above st	atement, I request a grade of INCOMP	I FTF for the following se	amastar and class:
	pring 20	_ Summer 20	Fall 20	incotor and diass.
S	ection	Subject and Number	Units	
Χ				
Student's Signatur	е			Date
INSTRUCTOR: Subr	nit this complete	ed form with your grade materials at the	e end of the class.	
Description of work to	be completed*	:		
*Re-enrolling in the cl	ass is not an op	otion for incomplete makeup.		
		utstanding obligations before the end o		
If the student fails to	complete all ou	utstanding obligations before the end of sed the P/NP grading option, this INCC B+ B+ B- C+	MPLETE should be char	
X				
Instructor's Signature				Date
		OFFICE USE ONLY		
Date Original	ly Submitted	Date Final Grade Posted	Transcripts	
Final Grade	X	uctor's Signature		Date

## **Incomplete Grades** (statement for the catalog indicting 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 coursework. Evidence to verify the emergency may be required.

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.
- A signed *Incomplete Grade Contract*, in which the student agrees to complete the 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 the 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.