INCOMPLETE GRADE REPORT

Instructions: ***This form is a contract between the instructor and the student and must be signed by both. An Incomplete (I) grade may only be awarded for incomplete academic work due to an unforeseeable emergency or justifiable reason near the end of the term.*** Before issuing an incomplete grade, the instructor and student should agree on the work the student needs to complete in order for the instructor to issue the student a valid letter grade. By completing and signing this form, the student and instructor should have a clear understanding of how to reconcile an incomplete grade and the consequences for not reconciling grades in a timely manner.

Student Reconciling an Incomplete (I) grade: There are three ways to reconcile an Incomplete (I) grade:.

(1) Contact your instructor and make up the necessary work to earn a final grade.

(2) Do nothing for an entire academic year and your default grade will be automatically posted. This option prevents you from enrolling formally in the same course until the default grade is posted one year later.

(3) Ask that your instructor give you the default grade of an F, D, or NP instead of an "I" so that you may immediately retake the course. ***Remember that you are blocked from repeating the same course if you have not reconciled an incomplete grade and you may not "sit in" the class without being registered.***

Instructor Reconciling an Incomplete (I) grade: If you have questions, please contact the Records staff at x5020.

(1) If the student completes the work to your satisfaction by the pre-determined date or within one-year, whichever comes first, you must complete a Academic Records Change Form (*Grade Change Form*)and submit it to the Records Office.

(2) If the student never completes the work within the time period agreed, do nothing. The default grade will be assigned by the Records Office using the completed information below. The default grade may be an F, NP, or a grade that reflects the work that was satisfactorily completed without the incomplete work.

(3) Give the student a default grade of an F, D, or NP instead of an "I" so that the student may immediately retake the course. ***You may not allow the student to "sit in" a class without the student being registered.***

1) Student College ID Number | | | | | | | |

2) Student Name: _____
LAST *FIRST* *MIDDLE*

3) Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: *2 0* _____

4)

Section #	Course Name & Number	Course Description	Instructor

5) Description of work to be completed _____

6) Date student work to be completed by (not to exceed one year): Format=mm/dd/yyyy _____

7) If work is not completed, letter grade to be assigned: _____ Units: _____

Our signatures below indicate that we are in agreement to the above-described information and terms.

8) *Student's Signature* _____ *Date* _____

9) *Instructor's Signature* _____ *Date* _____

Print Name: *Contact Phone #:*

A&R Office Use only: ☐ Grade Change form received Date Processed: _____

Distribution: Original - A&R
Yellow - Instructor
Pink - Student