

Contra Costa Community College District

Contra Costa College Diablo Valley College Los Medanos College

Date Stamp & Operator initials

Incomplete Grade Contract

An agreement between the instructor and student on work to be done in order to obtain a grade other than currently assigned. *Title 5 sec 55023*

INSTRUCTIONS (Please read before completing the form):

- The Incomplete Grade Contract is to be completed by the instructor and agreed upon by the student at the time grades are posted in WebAdvisor. (See instructions below.) **YOU MUST COMPLETE ALL ITEMS AND BOTH YOU AND THE STUDENT MUST SIGN THIS FORM.**
- The completed form (including instructor, student, and division dean signature) must be submitted by the instructor, division dean or designee to the Admissions & Records Office within one week of posting the incomplete grade. Contracts will not be accepted directly from the student.
- Upon the student's submittal of agreed upon work, the instructor must complete a grade change form and follow the existing grade change process in order to change the student's WebAdvisor "I" grade.
- An incomplete grade must be made up NO LATER THAN one calendar year following the grade assignment or it will automatically revert to the alternate grade assigned by the instructor. Students who receive an "I" grade cannot register for the same course until the incomplete has been resolved and only if the final grade is unsatisfactory.

Incompletes will only be given in cases of emergency such as accident, illness, or family emergency.
(Title 5 sec 55023)

Last Name First Middle Student I.D.
FALL SPRING SUMMER _____
(Circle One) Year Course Title Number Section

INCOMPLETE GRADE assigned: _____

****NOTE:** The grade of "I" along with the in lieu of grade (IB, IC, ID, and IF) must be entered above and in WebAdvisor.
For classes that are only offered as Pass/No Pass please assign "IN" above and in WebAdvisor.

Expiration date of incomplete grade: _____ (Grade will convert on this date if grade change form is not submitted)

Explanation of extraordinary circumstance causing the incomplete agreement (attach related documentation):

Description of work to be completed. The student must complete the following work for adjustment of final grade.
(Please be specific and also indicate how the student may complete the work if you are not available):

INSTRUCTOR'S SIGNATURE: _____ **DATE:** _____

STUDENT'S SIGNATURE: _____ **DATE:** _____
(Student's signature or email required)

DIVISION / INSTRUCTIONAL DEAN'S SIGNATURE: _____ **DATE:** _____

DIRECTOR / REGISTRAR / DESIGNEE'S SIGNATURE: _____ **DATE:** _____