

# GROSSMONT COLLEGE

## INCOMPLETE GRADE CONTRACT

This form must be presented to the instructor.

\_\_\_\_\_  
Student I.D. Number

Student's name: \_\_\_\_\_  
(please print) 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 & Number	Units

Year \_\_\_\_\_ Term \_\_\_\_\_  
in 20\_\_\_\_  Spring  
 Summer  
 Fall

  X   \_\_\_\_\_  
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

  X   \_\_\_\_\_  
Instructor's Signature Date

OFFICE USE ONLY		
Date Received _____	Transcripts _____	Roster _____