

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.