

## Incomplete Grade Contract Instructions

The Incomplete Grade Contract is located in the CCC Student Forms tile in InSite and can also be found on the [Admissions & Records Forms Page](#)

The Incomplete Grade Contract is initiated by the student and completed by the instructor. Incomplete Grades should only be assigned if both the student and instructor agree.

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**STUDENT SECTION (to be completed by the student):**

First Name: \*  Last Name: \*  Student ID \*   
Phone: \*  Email: \*

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The students Name, ID Number, and Email address will auto-populate. The student will be asked to enter their current phone number.

**Term**

\* -- Please Select --

**Courses**

\* -- Please Select --

The student will then select the Term and Courses from the dropdown lists below the Student Section.

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

Attach  
Documentation

\*

The student will then provide a written description of the circumstances for requesting an Incomplete and will attach related documentation, if applicable.

Student's Signature

Date

\_\_\_\_\_

The student will then sign the form and click Submit at the bottom of the form. The form will be routed to the instructors 4CD email with a link to access the form. The form can also be viewed in the [Pending/Forms History](#) folder by using the [Pending/Forms History](#) link.

# Incomplete Grade Contract Instructions

The Instructor will be required to enter the Incomplete Grade assigned as well as the expiration date of the Incomplete Grade.

INCOMPLETE GRADE assigned\*

**\*\*NOTE:** The grade of "I" along with the in lieu of grade (IB, IC, ID, and IF) must be entered above in InSite

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

## \*A Grade Change Form is required upon completion of the missing work.

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):

The Instructor will then write a description of the work to be completed. Once the form is submitted by the Instructor the student will be notified by email. The email will contain the written description from the Instructor as well as a link to the Pending/Forms History so they can view the form.

Instructor's Signature

Date \*

The Instructor will then sign and submit the form.

Dean

Please select v

Contact information is in the format Description: Last Name, First Name

On the next page the Instructor will choose their Division Dean from the dropdown list. Once selected and submitted an email will be sent to the Division Dean for signature before being routed to the Admissions Office.