



Admissions and Enrollment Services

CONTRACT FOR INCOMPLETE GRADE

STUDENT NAME: _____ ID: _____

COURSE: _____ COURSE TITLE: _____

CRN: _____ SEMESTER: _____ YEAR: _____

I hereby request that I be awarded a grade of "I" in the course named above in accordance to policy 303-05 Grading-Procedure (see pg.2 of this contract for an excerpt of the policy).

Student's Signature

Date

TO BE COMPLETED BY THE INSTRUCTOR & THEIR SUPERVISOR

Instructor's Name: _____

Supervisor Name: _____

I certify that this student:

- Has completed 80% of the enrollment period and has maintained a "C" average for work submitted.
- Has presented a case documenting circumstances which prevent completion of course requirements.
- Entered into the "Contract for Incomplete Grade" with instructor prior to the end of the instructional period.

Last Date of Attendance (student's last date of attendance in the course) _____

Summary of graded activities to complete:

Due Date (final deadline for all work to be submitted to the instructor)

The **Default Grade** (see pg.2 for calculating default grade) to be assigned if work is not completed

Instructor's Signature

Date

Supervisor's Signature

Date

Admissions & Enrollment Services USE ONLY:

Received by _____

Date _____

INC grade entered by _____

Date _____

INSTRUCTIONS

1. The student and instructor should first discuss if the student meets the criteria for requesting an Incomplete grade.
 - a. In the event that the student does meet the criteria, the instructor and student will go over remaining work, final due date for work, and the default grade for the course.
 2. If agreement is reached, the student signs the form – a physical signature or adobe digital signature is acceptable.
 3. Student submits the form to the instructor.
 4. The instructor, and the instructor's supervisor, will then both sign the form – physical signatures or adobe digital signatures are acceptable.
 5. The instructor submits the form to Admissions and Enrollment Services.
 - a. An email attachment to enrollment.services@coconino.edu directly from the faculty member's CCC email is preferred; hard copy forms are also accepted.
 6. Admissions and Enrollment Services enters the "I" grade during the final grading period.
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INCOMPLETE GRADE - POLICY & PROCEDURE (303-05 excerpt)

A student who, for reasons beyond their control, is unable to complete the requirements during the instructional period, may make a request to the instructor for a grade of Incomplete ("I") providing they have completed 80% of the enrollment period for the course and have a grade of C or higher.

The student must also:

1. Present a case documenting circumstances that prevent completion of the course requirements by the end of the instructional period.
2. Enter into the "Contract for Incomplete Grade" with the instructor before the end of the instructional period.

A "Contract for Incomplete Grade" will not exceed one semester (not including summer term) following its approval. A grade of "I" issued during a summer session must be resolved by the end of the following fall semester.

A "Contract for Incomplete Grade" must include a default grade to which the incomplete grade defaults if the student does not resolve the incomplete coursework within the deadline.

1. Calculation of the default grade is determined by the work completed for the course over the entire instructional period, not what the student has earned up to the point of the incomplete request. The instructor must calculate the grade the student will earn if the missing work defined in the contract is not completed.
2. If a student completes some but not all of the work outlined in the contract, the missing assignments will receive a zero grade.

Upon completion of the course work outlined in the contract, the instructor will initiate a "Change of Grade Form". If the instructor is no longer available, the student must contact the Registrar.

1. If no Change of Grade form is submitted to the Registrar by the deadline, the default grade specified on the contract will be posted to the student's permanent record.