

To be filled out by Instructor: (see back for instructions)

Term: Year: Date

Student Name:

Last First Middle Student ID:

Schedule No. Course Short Title Instructor Name: Last First Middle

You have been temporarily assigned an incomplete "I" in the class named above. The conditions for removal of the incomplete are stated below. You have one semester or less time as specified by the instructor, to satisfy the conditions for removal. When this time has lapsed if the conditions for removal are not satisfied, the incomplete will revert to the grade originally assigned.

Conditions for Removal:

Grade Assigned if conditions for removal are not met

Expiration Date: The end of: **Spring** **Fall** (Year) semester
 Date: (No later than the end of the semester following the semester the "I" was assigned.)

It is my responsibility to contact my instructor within the timeframe specified above to complete the listed assignments. If I failed to do so, then I understand that the grade listed in the "Grade Assigned if Conditions for Removal are not met" box above will be automatically entered in my permanent record by the Admissions and Records Office.

Student Signature: Date:

Instructor Signature: Date:

Message to Student:

One semester, or less time as specified by the instructor, has elapsed since you were awarded the incomplete "I". You are hereby notified that the incomplete "I" is now reverting to the grade originally assigned. (see above).

The instructor has indicated you have completed the conditions for removal of the incomplete and has awarded the grade.

Grade Awarded

Message to the Records Office:

The student has satisfied the conditions for removal of the incomplete and I have awarded this grade

I have also changed my roster in the Records Office to reflect this new grade.

Admissions & Records Notes:

Emailed Student Emailed Instructor Processed By Date

District Policy – Incomplete Grades

An “I” incomplete may be awarded by the instructor when a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The incomplete signifies that the student was enrolled, has attended classes throughout the term, that only a **minimal** amount of course work has not been completed in the prescribed time, and there is still the possibility of earning credit.

The “I” must be made up during the semester following the awarding of the incomplete (excluding summer.) Neither units nor grade points are counted until a final grade is recorded on the student’s transcript. A student may petition for a time extension due to unusual circumstances. A student may not enroll in the same course in which an incomplete grade was awarded.

The condition for removal of the “I” shall be stated by the instructor in a written record which includes the grade which will be assigned should the student not complete the missing work. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

Instructions

1. Complete the top portion of the “Report of Incomplete Grade” form:
 - List the specific **minimal** work that needs to be completed.
 - Indicate the date (no later than the end of the following semesters) by which the missing work needs to be completed.
 - Include the “grade in lieu of removal” which will be assigned if the student fails to make up the incomplete.
 - Have the student sign and date the agreement.
2. Turn in one of these forms for each incomplete grade you assign at the time you turn in your final grade roster.
3. The Admissions and Records Office will email a copy of the agreement to the SCCC account of the student as a confirmation.
4. When the student meets the required conditions for removal of the incomplete grade, report to the Admissions and Records Office to record the new grade to be awarded.
5. After the new grade has been recorded, the student will receive a copy of this form with the verified grade as evidence that the student’s permanent record has been changed to reflect the appropriate grade.
6. If no grade is recorded within the time limit, the Admissions and Records Office will change the student’s permanent record to reflect the “grade in lieu of removal” and notify the student of this action.