

INCOMPLETE GRADE CONTRACT GUIDELINES

- A. When a student cannot finish a course due to special circumstances beyond his/her control, the instructor may grant the student an opportunity to complete course work at a later time by taking an "I" (incomplete). However, no instructor is obligated to accept a student's request for an incomplete.
- B. Steps to follow for INCOMPLETE GRADE CONTRACT:
- Step 1: The student requests to take an "I" as his/her course grade by submitting an INCOMPLETE GRADE CONTRACT, **OR** the instructor offers an "I" option to the student.
 - Step 2: If the instructor accepts the student's request or the student accepts the instructor's offer, they meet together and discuss ES 4562 Incomplete Grades procedure, including the INCOMPLETE GRADE CONTRACT.
 - Step 3: If both the student and the instructor accept all parts of ES 4562, they work together to prepare the contract for submission. The instructor submits the original copy of the contract to the Student Records Office, gives one copy to the student, and keeps one copy.
 - Step 4: The student works to meet the requirements listed on the INCOMPLETE GRADE CONTRACT, and the instructor advises/meets with the student as needed.
 - Step 5: When the student finishes all of the course work by the INCOMPLETE GRADE CONTRACT deadline, the instructor completes and submits a CHANGE OF GRADE REPORT to the Student Records Office. This allows that office to change the student's grade from an "I" to the grade submitted by the instructor.
 - Step 6: If the student does not finish the course work by the contract deadline, the following are options open to the student and/or instructor:
 - (1) The student or instructor can suggest the EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563) to finish the course. If this is acceptable to both student and instructor, go to Part C.
 - (2) The instructor does not have to accept the EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563). If the instructor denies this, s/he is to submit a CHANGE OF GRADE REPORT if the student has a passing grade. If the student's grade is "F," the instructor does not need to submit any form. The grade will automatically change from an "I" to an "F."
 - (3) If the student does not ask for an EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563), the instructor is to submit a CHANGE OF GRADE REPORT if the student has a passing grade. If the student's grade is "F," the instructor does not need to submit any form. The grade will automatically change from an "I" to an "F."
- C. If the instructor and student both agree to an extension of time ES 4563 INCOMPLETE GRADE – EXTENSION OF TIME procedure is to be followed.
- Step 1: The student or instructor can suggest the EXTENSION OF TIME – INCOMPLETE GRADE FORM (ES 4563). Both must agree on the extension. The student needs to be able to explain why s/he cannot finish the course work by the INCOMPLETE GRADE CONTRACT deadline. This request and agreement should be made prior to the deadline of the INCOMPLETE GRADE CONTRACT and follow all Incomplete Grade – Extension of Time procedures.
 - Step 2: If the instructor accepts the request for an extension of time, the student and instructor work together to complete the EXTENSION OF TIME – INCOMPLETE GRADE FORM. The instructor submits the original copy of the contract to Student Records Office, gives one copy to the student, and keeps one copy.
 - Step 3: The student works to complete the requirements listed on the INCOMPLETE GRADE CONTRACT, and the instructor advises/meets with the student as needed.
 - Step 4: When the student finishes all of the course work by the EXTENSION OF TIME – INCOMPLETE GRADE FORM deadline, the instructor submits a CHANGE OF GRADE REPORT to the Student Records Office. This allows that office to change the student's grade from an "I" to the grade submitted by the instructor. If the student does not finish the course work by the EXTENSION OF TIME – INCOMPLETE GRADE FORM deadline, the instructor will submit a CHANGE OF GRADE REPORT if the student's current work is passing. If the student's grade is "F," the instructor does not need to submit any form. The grade will automatically change from an "I" to "F."



Incomplete Grade Contract

(Please print)

Student's Name _____

DMACC ID No. _____

Term of Enrollment Spring _____ Summer _____ Fall _____ 20 _____

Course Acronym and Number/Section/CRN _____

Course Title _____

Work to be completed: _____

Completion Date _____
(No later than midterm of the subsequent semester)

I accept the term and obligations of this contract pursuant to Academic and Student Affairs ES 4562 Incomplete Grade procedure.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

*Reason for absence of student's signature: _____

