

**SANTA ANA COLLEGE/SANTIAGO CANYON COLLEGE**  
**CONTRACT FOR ASSIGNMENT OF INCOMPLETE GRADE**

Student I.D. Number	Last Name	First Name	Middle
Semester/Year	Class Section Number	Course Title	Units

**TO THE STUDENT:**

Because you have presented the instructor with unforeseeable, emergency and justifiable reasons for not having completed the requirements of this class, you will be assigned an incomplete (“I”) grade.

- The “I” signifies that there is a possibility of earning credit in the course.
- Two thirds of the required coursework has been completed.
- An “incomplete” must be made up within one academic year.
- In the event that the course requirements are not completed within one year, the grade indicated on this form will be posted to your transcript.
- In the event that the instructor signing this agreement is unable to evaluate the work required for removal of the “incomplete”, the Division Dean or designee may evaluate the work and assign the grade.
- Any extension requires A & G Committee approval prior to the one year deadline.

The additional work required to replace the “I” with a letter grade is as follows:

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**If work is not completed within one year, the “I” grade will convert to: \_\_\_\_\_**  
D, F or NP

It is the responsibility of the student to complete the required work and deliver it to the instructor *before* the deadline. Once the student has turned in the required work, it is the responsibility of the instructor to promptly submit a ***Change of Grade*** form to the Admissions and Records Office (i.e., within ten working days).

I have read this contract and agree to abide by its provisions and understand that if I fail to meet the additional work requirements, I will receive the grade indicated above.

Date	Student’s Signature	Date
Date	Instructor’s Signature	Date
Instructor’s Name Printed		

**THE ORIGINAL OF THIS CONTRACT MUST BE TURNED IN TO THE ADMISSIONS AND RECORDS OFFICE WITH THE FINAL GRADE SHEETS. THE INSTRUCTOR SHOULD KEEP THE PINK COPY OF THIS FORM. THE INSTRUCTOR MAY HAND THE STUDENT THE YELLOW COPY OR ADMISSIONS STAFF WILL MAIL IT. AN INCOMPLETE GRADE CANNOT BE ISSUED WITHOUT THE COMPLETION OF THIS CONTRACT.**

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