

## Incomplete Grade Contracts

### History:

In the past some faculty have assigned an incomplete grade without the student's knowledge. This has caused problems for their financial aid or moving to the next class.

The student then contacts Admissions & Records complaining that they never asked for an incomplete grade. The incomplete grade is pending for a year. The student cannot retake the class or move onto the next section because their grade is pending.

### Design of New Form:

The Incomplete form has been redesigned using best practices and is a district-wide form. Our District-wide Admissions & Records Process Expert Team reviewed forms from other colleges while going through this design.

Current grade, based on work completed to date	Student must be passing the course at the time of the incomplete. If the student was failing, then an incomplete is not valid. Students try to get out of receiving an F so they ask for an incomplete or the instructor does not want to assign an F, so they give an incomplete. The grade listed must be D or higher.
What % of the final grade is this?	This relates to the current grade question. What percentage of the final grade is the work completed already by the student. Technically if the student completed less than 75% of the course, they should have withdrawn prior to the W date. However, if the final is 35% of the grade then this percentage could be smaller so we will accept less than 75% but would not accept anything less than 50%. The student must have attended 75% of the course or the Incomplete grade is not valid.
Incomplete grade assigned	The grade the instructor assigns in the computer and the grade that will be automatically assigned after the expiration date.
Expiration date	The date the instructor puts in the computer at which time the grade will convert.
Explanation of extraordinary circumstance	The only reason for an incomplete is unforeseeable emergency at the end of the term. Instructors need to list what

	event happened. We don't want a huge amount of detail, but we need to know that something extraordinary happened.
Description of work to be completed	The actual work that needs to be completed must be listed.
Instructor signature	Instructor signs.
Student signature	Students must sign the form or instructors can attach an email from the student requesting the incomplete.
Dean signature	Dean reviews incomplete with faculty to ensure compliance with Title 5 and protect faculty from student complaints.
Director signature	My final signature that the form is completed correctly and is complete.