



TO: All Faculty  
FROM: Director of Admissions & Records  
SUBJECT: Reminder - Incomplete Grade Contract Required with 'I' Grades

The Incomplete (I) grade may be issued to students as a “Non-evaluative” grade at the end of the term based on the following Title 5, CCR section 55023, Board Policy 4230:

*Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” shall be stated by the instructor in a written contract. The incomplete contract shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. A copy of the incomplete contract must be given to the student with a copy on file with the registrar. The contract remains on file until the assigned work has been completed and evaluated, or when the time limit for the completing the work has passed. The “I” must be made up before the end of the following regular semester or it will be considered as an “F” grade. The “I” symbol shall not be used in calculating units attempted or for grade points. Students may appeal for an extension of time due to extenuating circumstances.*

It is important to complete the Incomplete Contract with the student outlining the “conditions for removal of the Incomplete”, and the deadline if it is sooner than the end of the following semester. **The student does not reenroll in the course for that next semester.**

An Incomplete Contract must be present for each Incomplete grade issued for a semester. The Incomplete Contract is available as a link on the Admissions and Records web page: [http://www.cuesta.edu/student/documents/admissions\\_records/contract.pdf](http://www.cuesta.edu/student/documents/admissions_records/contract.pdf)

Please complete the form and submit the original to Lynn Maul in the Records Office. Retain a copy for yourself and provide a copy to the student.