



Office of Admissions & Records  
 Building 700, First Floor  
 25555 Hesperian Blvd.  
 Hayward, CA 94545

Office of Admissions & Records  
 Building 1600, Second Floor  
 3000 Campus Hill Drive  
 Livermore, CA 94551



## INCOMPLETE GRADE CONTRACT

In the event that you (the instructor) determines that the student's emergency and unforeseeable circumstances warrant an extension of the class, you may fill out this Incomplete Grade Contract to give the student until the end of the following primary term to complete the coursework outlined below. A grade of "I" will be posted to the student's academic record, to be replaced by the final grade at the end of the following primary term (*Title 5, Sec. 55023*). If the class requires Canvas to complete the coursework, please be sure to indicate below in the **Course Information** section. **It is the instructor's responsibility to contact the Canvas Coordinator to reinstate the student's access to Canvas.**

**This contract may ONLY be provided to and submitted by the instructor. Students may not submit this contract.**

**INSTRUCTIONS:** (1) The instructor fills out the **Course Information** section. (2) The instructor provides this contract to the student to fill out the **Student Information** and **Student Agreement** sections. (3) Upon completion of the contract, the **INSTRUCTOR** submits this form to their respective Admissions & Records Office (submission by the student will NOT be accepted).

### STUDENT INFORMATION

W	
Last Name, First Name, Middle Initial	Student ID #

### COURSE INFORMATION

Subject, Number, Section (e.g. ENGL 1A V01):	CRN:	Units:
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<input type="checkbox"/> Summer   <input type="checkbox"/> Fall   <input type="checkbox"/> Spring 20_____	Class Type <input type="checkbox"/> In-Person   <input type="checkbox"/> Hybrid   <input type="checkbox"/> Online	Grade if work not completed:
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<input type="checkbox"/> Student requires Canvas from ___/___/___ to ___/___/___	<input type="checkbox"/> Canvas Coordinator Contacted
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Work to be completed:

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Instructor Name (Print)	Instructor Signature	Date
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### STUDENT AGREEMENT

I understand that if I do not complete the work as described by my instructor, I will be assigned the grade and units indicated on this Incomplete Grade Contract.

Student Signature	Date
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### OFFICE USE ONLY

Comments:

<input type="checkbox"/> Yes   <input type="checkbox"/> No Incomplete Entered	<input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A Canvas Coordinator Contacted	A&R Staff:	Date:
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Date Incomplete Cleared:	Grade:	Units:
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Instructor Name (Print)	Instructor Signature	Date
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<input type="checkbox"/> Final Grade Entered	<input type="checkbox"/> Student Notified	A&R Staff:	Date:
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