



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:

☐ Summer | ☐ Fall | ☐ Spring
20_____

Class Type

☐ In-Person | ☐ Hybrid | ☐ Online

Grade if work not completed:

☐ Student requires Canvas from ____/____/____ to ____/____/____

☐ Canvas Coordinator Contacted

Work to be completed:

Instructor Name (Print)

Instructor Signature

Date

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

OFFICE USE ONLY

Comments:

☐ Yes | ☐ No

Incomplete Entered

☐ Yes | ☐ No | ☐ N/A

Canvas Coordinator Contacted

A&R Staff:

Date:

Date Incomplete Cleared:

Grade:

Units:

Instructor Name (Print)

Instructor Signature

Date

☐ Final Grade Entered

☐ Student Notified

A&R Staff:

Date: