



Contract for Assignment of Incomplete Grade

- Student must initiate request for assignment of Incomplete grade.
- Complete and submit to instructor for approval.
- Attach documentation of extenuating circumstances.

Last Name: _____ First: _____ MI: _____ Date: _____

Email: _____ Student ID: _____ Telephone: _____

Semester: _____ Year: _____ Section _____ Units: _____

Course #: _____ Course Title _____ Department: _____

Requirements: The “I” symbol signifies that 75 percent of the course has been completed and satisfactory progress in the class up to that point has been made; however, all required coursework will not be completed in the prescribed time period due to unforeseeable, emergency and justifiable reasons. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. Agreement to the conditions for the removal of the Incomplete must be stated on this form. If all work is not completed within one academic semester of the grade assignment, the grade will automatically convert to “F” or “NC” (for No Credit courses).

Work required for removal of Incomplete: _____

Deadline for completion of work: _____

I understand the requirements for completing this course. Furthermore, I understand that if I fail to meet these requirements, I will receive an ‘F’ for the course.

Student Signature _____ Date: _____

Faculty Use Only

Instructor: must submit to the Office of Registration and Record’s **within 5 days** of approving the Contract for Incomplete Grade

Approved for Incomplete:

Not Approved

Instructor Name: _____ Signature: _____ Date: _____

Director Signature: _____ Date: _____

Registrar Use Only

Registrar Signature: _____ Date Posted: _____

CDU has a zero tolerance for any form of discrimination and/or harassment including, but not limited to, discrimination and/or harassment on the basis of race, color, sex, sexual orientation, gender, gender identity, gender expression age (over 40), physical handicap, disability, national origin, ancestry, marital status, medical condition, military or veteran status, genetics, or religion. CDU does not prohibit the use of any language unless such prohibition is required for business or academic purposes. CDU will not retaliate against any employee, applicant, or student because they have engaged in protected activity.