



Red Rocks Community College
INCOMPLETE GRADE CONTRACT FORM
(To be completed by the instructor for each I grade.)

Red Rocks Community College allows an I grade to be made up during the semester following the assignment of the I grade, except that grades assigned in the spring term may be made up during the following fall term. If the course is NOT completed by the deadline, the I will be changed to an appropriate letter grade (A through F). See Red Rocks Community College Catalog for policy and procedures regarding I grades.

STUDENT _____ S.S. # _____

ADDRESS _____ TELEPHONE _____

COURSE PREFIX & NO. _____ SECTION NO. _____

COURSE TITLE _____ TERM _____ YEAR _____

INSTRUCTOR _____ TELEPHONE _____

1. Circumstances justifying I grade (percent of work completed, grade to date):

2. Work to be completed by student (attachments as appropriate):

3. Deadline for submission of student work to instructor: _____

Instructor must submit a Grade Change Form before the end of the following semester (not including summer term).

I understand that if I do not complete the above requirements by the deadline, my grade for this course will become _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Print and sign four copies and distribute to: Department Chair
Instructor
Student
Instructional Services