

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 become an “F”. See Red Rocks Community College catalog for policy and procedures regarding “I” grades.

STUDENT S#

ADDRESS TELEPHONE #

COURSE PREFIX & NO. SECTION #

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 an “F”.**

Student Signature

Instructor Signature

Print and sign five copies and distribute to: Department Chair

 Instructor

 Student

 Instructional Services

 Records