

# Faculty Guide: Incomplete Grades



An I (Incomplete) grade may be issued when a student has been unable to complete academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade signifies the student was enrolled, has attended classes throughout the term, only a minimal amount of course work has not been completed in the prescribed time, and there is still the possibility of earning credit.

An **Incomplete Grade Contract** is required for each student assigned an I grade on the final grade roster. The contract expiration date is determined by the instructor and cannot be more than one year following the end of the term in which it was assigned.

A **Grade Change** request must be submitted when the student completes all required work to assign a final grade. If the student does not complete the required work in the timeframe given, the alternate grade indicated on the Incomplete Grade Contract will be assigned.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Incomplete Grade Contract**.
2. Complete the form and click **Submit** at the bottom. The request will be sent to Admissions and Records for processing. Admissions and Records will also send the student a copy of the contract.

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### Incomplete Grade Contract

Conditions for removal of an Incomplete (I) grade and replacement with a letter grade.

Title 5 regulations define the "I" grade as "Incomplete academic work for unforeseeable emergencies and justifiable reasons at the end of the term."  
**Emergencies and justifiable reasons for incomplete grades DO NOT include:** an opportunity to raise the grade earned; a student not taking the final exam without notification to the instructor as to why; or, using the incomplete as a means to re-take a portion of the course due to a non-passing grade.

This form is an agreement between the instructor and the student and should be discussed BEFORE awarding an incomplete grade. If the decision is made to award the incomplete, this form must be completed by the instructor for each incomplete grade awarded.

**Do NOT issue an Incomplete if the student is to repeat the class.**

Student Colleague ID  
  
(7 digits only - no alpha prefix)

Student First Name

Student Last Name

Class Code

Course Title

Expiration Date  
  
The expiration date for the "I" as determined by the instructor.

Instructor Name

Instructor Colleague ID

Detailed conditions for removal of "I" and replacement with letter grade:

Alternate Grade  
  
The alternate grade to replace the incomplete IF the Student FAILS to make up the work as outlined above.

Note: Yuba Community College District requires that a grade of incomplete (I) must be made up within one year following the awarding of the incomplete grade. If not made up, such grade becomes the alternate grade as show above. It is the responsibility of the instructor to evaluate the work submitted for removal of the incomplete and submit a Grade Change card to the Records Office when the work has been completed and a grade is to be assigned.

If, for any reason, the instructor will not be available for review and evaluation for the "make-up" work, it is the responsibility go the instructor to file a copy of the work to be completed (such as tests) and detailed instructions for evaluation of the work with the appropriate Dean.

By selecting this box you are indicating that you endorse the accuracy of the information provided above.