

**CUESTA COLLEGE  
INCOMPLETE CONTRACT**

Date: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Student's Name: \_\_\_\_\_

Last

First

M.I.

Semester \_\_\_\_\_ Year \_\_\_\_\_ Course: \_\_\_\_\_

Number

Title

Units

**TO INSTRUCTOR:** Contract must be turned in by you with your grade rosters (white copy). Please keep the pink copy for you to submit when final grade is complete. Title 5 defines the "I" grade as "incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term." Reason for assignment of the "I" grade: \_\_\_\_\_

**TO STUDENT:** You have been assigned an "I" (Incomplete) grade. Please keep the yellow copy of this contract for your records. The conditions for removal of this "I" grade are:

**If you do not** complete the above work, your grade will be changed to an "F".

**If you do** complete the above work, your grade will be based on your performance in the entire course.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Student's Signature \*\*

**\*\*NOTE:** Student can **not** re-enroll in this course.

**DEADLINE FOR COMPLETION:** The deadline is six months from the last day of the semester in which the course was taken. The instructor may choose a time period less than the six month maximum. If the deadline is less than six months that date is: \_\_\_\_\_.

**FOLLOW-UP**

**TO INSTRUCTOR:** After completion of the course work, return your (pink) copy of this form to the Admissions and Records Office with the grade.

Change Grade To: \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

Date: \_\_\_\_\_

**OFFICE USE ONLY** Processed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_