Print, fill in, sign, and mail to:
Dr. S. Gaskin, R201
Pasadena City College
1570 E Colorado Blvd
Pasadena, CA 91106

PASADENA CITY COLLEGE
CONTRACT FOR ASSIGNMENT OF INCOMPLETE GRADE "I"

Definition of Incomplete Grade "I" per Title 5, Section 55023:

Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I' is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

PLEASE PRINT THE INFORMATION REQUESTED: Fill in your information; instructor will fill in course information

_____ _____ _____ _____
Last Name First Name Middle Initial Student LancerCard ID Number

_____ _____
Student's Mailing Address Telephone Number

_____ _____ _____ _____
Semester/Year Course Section Number Course Number and Title Number of Units

Incomplete Grade "I" Grade Agreement Between Instructor and Student

See Backside for Guidelines and Examples for "I" grades

Specific course work to be completed by the student per the Instructor's directions:

_____

_____

_____

_____

_____

All work must be completed within one year from the end of the term for which the "I" grade is assigned. Should all work not be completed within the one year, the "I" grade will default to the following grade:_____
A, B, C, D, F, P or NP

Instructor: _____ _____
Signature and Date Instructor Printed Name

Division Dean: _____ _____
Signature and Date Division Dean Printed Name

You must sign here and date

Student: _____ _____
Signature and Date Student Printed Name

The student must be aware of the assignment of an "I" grade. Therefore, the student's signature is required. If the student is not available to sign due to hospitalization or other justifiable reason, please describe the reason and how the student was notified of this contract:

_____

_____

_____

DISTRIBUTION OF THE COMPLETED CONTRACT FORM

ORIGINAL: Records Office (Bldg. L, Rm. 113) **PINK:** Student Copy (given to student by instructor at time of signing) **YELLOW:** Instructor Copy

FOR RECORDS OFFICE USE ONLY

Grade changed to default grade as indicated above. Changed by: _____
Initials and Date