

## Incomplete Contract How To

### Step 1 – Input student ID Number (Student information will populate after entering ID Number)

\* = required field



### INCOMPLETE CONTRACT

(Instructor Use Only)

This contract is an agreement between the instructor and student to extend the time for completion of academic work that is unable to be completed due to an unforeseen emergency, and justifiable reasons at the end of the term. Under this agreement, an "I" symbol is entered on the student's record for the term entered. The incomplete contract shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. A copy of the incomplete contract must be given to the student with a copy submitted to the Records Office. The contract remains on file until the assigned work has been completed, re-evaluated, or when the time limit for completion of work has passed. Course requirements in the agreement must be completed before the end of the following regular semester or it will be considered as an "F" grade. The "I" symbol shall not be used in calculating units attempted nor for grade point average appeal for an extension of time due to extenuating circumstances.

#### STUDENT INFORMATION

ID \*900321315 FIRST NAME \*Cuesta LAST NAME \*Cougar EMAIL \*cuesta\_cougar1@my.cuesta.edu

### Step 2 – Complete Course Information (Please note: Your email is required to receive form back for final submission)

#### ENTER COURSE INFORMATION

SEMESTER	COURSE NUMBER (CRN)	INSTRUCTOR	INSTRUCTOR EMAIL
* Spring 2021	* 12345	* Test Instructor	* testinstructor@cuesta.edu

Circumstances for assignment of "I" grade:

\* COVID-19

Agreement for completion of course requirements:

\* Complete Final Assignment

Deadline for completion at end of: ☒ Spring Semester or ☐ Fall Semester

Distance Education Instructors: After completing the Incomplete Contract and submitting it to Records, Faculty may email [DEFaculty\\_Support@cuesta.edu](mailto:DEFaculty_Support@cuesta.edu) with a request to create an Incomplete section for a student(s) needing to complete work. The email should include: students name, email address, student ID number, the dates in which the student should have access (start and end dates), and attach a copy of the incomplete contract submitted to A&R. Once the email has been received, a section in the current course will be created. Then the student(s) and the faculty member will have access to the course once the process is completed.

\*  
Jeffery Alexander  
Instructor Signature

12/08/2020  
Date

### Step 3 – Submit Form (Please Note: Form will be routed to student for agreement and approval)

<i>Jeffery Alexander</i> Instructor Signature	12/08/2020 Date
<p>* <input type="checkbox"/> I agree to complete the requirements of this contract by the deadline for completion.</p> <p>* <input type="checkbox"/> I understand I will receive a final grade based on my performance for the entire course when the contract completed.</p> <p>* <input type="checkbox"/> I understand that failure to complete the contract requirements will result in an "F" grade for this course.</p> <p>*</p>	
Student Signature	Date

Submit final grade to the Records Office at end of the contract deadline.

Grade: \*  \*

Instructor Signature Date

#### RECORDS OFFICE ONLY

- |  |  |
|--|--|
| <input type="checkbox"/> Grade Change                | <input type="checkbox"/> Academic Standing Updates                             |
| <input type="checkbox"/> GPA Updated                 | <input type="checkbox"/> Corrected transcripts sent to transfer institution(s) |
| <input type="checkbox"/> Annotated Course Repetition | Processed By: * <input type="text"/>   |



Save Progress

Submit Form

### Step 4 – Save email for future reference to complete form once student completes requirements

[EXTERNAL] Dynamic Forms: Incomplete Contract - Signature Request



donotreply@forms.cuesta.edu  
Tue 12/8/2020 1:19 PM  
To: Jeffery Alexander



You are receiving this e-mail because Jeffery Alexander needs your help in completing the Incomplete Contract. Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete the form. [Click here to complete your section of the form.](#)

### Step 5 – End of agreement input grade and submit form for processing

Submit final grade to the Records Office at end of the contract deadline.

Grade: \*  \*

...3533343039

*Jeffery Alexander*  
Instructor Signature

12/08/2020  
Date

#### RECORDS OFFICE ONLY

- |  |  |
|--|--|
| <input type="checkbox"/> Grade Change                | <input type="checkbox"/> Academic Standing Updates                             |
| <input type="checkbox"/> GPA Updated                 | <input type="checkbox"/> Corrected transcripts sent to transfer institution(s) |
| <input type="checkbox"/> Annotated Course Repetition | Processed By: * <input type="text"/>   |



Save Progress

Submit Form