### **Incomplete Contract How To**

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

\* = required fiel

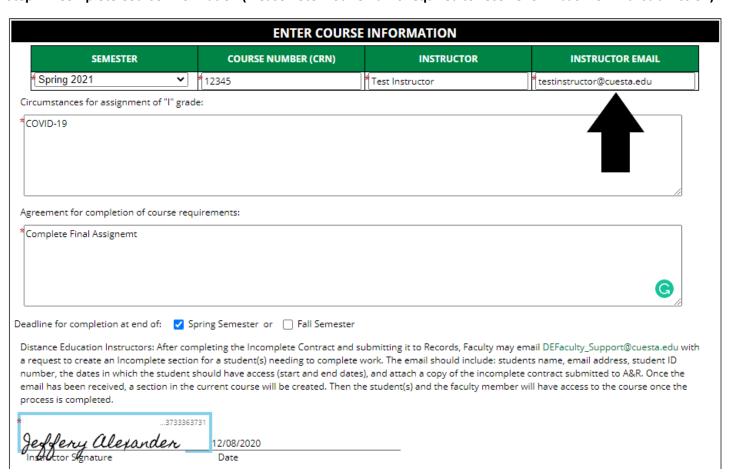


#### INCOMPLETE CONTRACT

(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 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 e incomplete contract shall contain the conditions for removal of the "1" and the grade assigned in lieu of its removal. A copy of the term er act 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 incomp aluated, or when the time limit for completion of work has passed. Course requirements in the agreement must be completed before the comple ng 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 end of appeal for an extension of time due to extenuating circumstances. STUDENT INFORMATION FIRST NAME \*Cuesta LAST NAME \*Cougar EMAIL \*cuesta\_cougar1@my.cuesta.edu ID \*900321315

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



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

| Jeffery Alexander<br>Institutor Stanature  | 12/08/2020<br>Date   |  |
|--|--|--|
| * I agree to complete the requirements of this contract by the deadline for completion.                                |  |  |
| * I understand I will receive a final grade based on my performance for the entire course when the contract completed. |  |  |
| * I understand that failure to comple  | ete the contract requirements will result in an "F" grade for this course. |  |
| *  |  |  |
|  |  |  |
| Student Signature  | Date   |  |
| Instructor   | r Signature Date   |  |
|  | RECORDS OFFICE ONLY  |  |
| Grade Change   | Academic Standing Updates  |  |
| GPA Updated  | Corrected transcripts sent to transfer institution(s)                      |  |
| Annotated Course Repetit   | Processed By: *  |  |
| Save Progress Submit Form  | n  |  |

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

Save Progress

**Submit Form** 

| 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 the form. Click here to complete your section of the form. | in completing the Incomplete Contract. Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete |
| Step 5 – End of agreement input grade and  | submit form for processing   |
| Submit   | t final grade to the Records Office at end of the contract deadline.   |
| Grade: *A *  | 3533343039   |
| Jedderu  | alexander 12/08/2020   |
| Instal Octor Signa   | ture Date  |
|  | RECORDS OFFICE ONLY  |
| Grade Change   | <ul> <li>Academic Standing Updates</li> </ul>  |
| GPA Updated  | Corrected transcripts sent to transfer institution(s)  |
| Annotated Course Repetition  | Processed By: *  |
| 1  |  |