

**NUNEZ COMMUNITY COLLEGE  
CONTRACTUAL AGREEMENT FOR INCOMPLETE "I" GRADE**

Student \_\_\_\_\_ ID# \_\_\_\_\_

Course Title \_\_\_\_\_ Course No./Section \_\_\_\_\_

CRN \_\_\_\_\_

Instructor \_\_\_\_\_ Semester \_\_\_\_\_

**WHY IS THIS CONTRACT NEEDED?**

\_\_\_\_\_

It is agreed that the following assignment(s) must be completed on or before (date/semester) \_\_\_\_\_ in order to remove the grade of "I" for the course. All I grades convert to an "F" at the end of the following regular (Fall or Spring) semester.

(Indicate specific course work student must complete; i.e., units, modules, chapters, etc...)

\_\_\_\_\_

It is understood that merely completing the contracted assignment(s) will not guarantee a passing grade: The grade will be based on the quality of work as well as the completion of the assignment.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Dean for Academic Affairs

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**DISPOSITION OF INCOMPLETE GRADE**

Information forwarded to \_\_\_\_\_ on \_\_\_\_\_  
Instructor \_\_\_\_\_ Date \_\_\_\_\_

Extension granted for \_\_\_\_\_  
Semester \_\_\_\_\_

Change of Grade from "I" to \_\_\_\_\_ Submitted on \_\_\_\_\_  
New Grade \_\_\_\_\_ Date \_\_\_\_\_