

INCOMPLETE GRADE

"I" GRADE CONFIRMATION/COURSE REQUIREMENTS/GRADE FINALIZATION

Student Name (print): _____

S#: _____ Phone#: _____

Email: _____@student.cccs.edu

Note: Your official CCD email account is the only email CCD will accept for correspondence.

Instructor: Please complete the following to confirm that you have assigned an "I" grade:

Term (Check one):

Spring 20 _____ Summer 20 _____ Fall 20 _____

Course # (Prefix/Number/Section): _____

Course Title: _____

Instructor: Please answer the following questions carefully so that in the event you are not here to evaluate the student's work, your department chair or dean can do so appropriately.

1. What percentage of the course has been completed by the student? _____%
NOTE: A minimum of **75%** of the course must have been completed with a cumulative grade of "C" or better for the student to be eligible for an "incomplete" grade.
2. What is the student's grade expressed as a percentage and letter grade for this work? _____% _____ Grade
3. What was the student's last date of attendance or academic participation/activity?

4. Please list the activities the student is required to complete (please be specific). Include appropriate attachments such as tests, graded activities, keys, or other needed assignments. Also include the course syllabi.

Activities (and percentage of course):

INCOMPLETE GRADE

"I" GRADE CONFIRMATION/COURSE REQUIREMENTS/GRADE FINALIZATION

Course work should be completed before the end of the next consecutive fall or spring semester, or an earlier deadline if specified by the instructor.

Required completion date or term: _____ Default Grade: _____

Note to Instructor: When the student has completed the coursework, please fill out a grade change form and submit it to the Office of the Registration & Records. Extensions to the completion deadline require a new Incomplete Grade form.

Note to students who have applied for a degree or certificate THIS semester:

Students who have applied for a degree and/or certificate for that term. No degrees/certificates are awarded retroactively. When the permanent grade is assigned the student must reapply for the degree and/or certificate.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade unless a higher default grade has been assigned by the instructor. Faculty are required to submit the higher grade via a Grade Change form to the Office of Registration & Records before the automatic conversion to the default grade. If the student does not complete remaining course work, the default grade will be assigned on or after the completion date.

I am aware of the requirements to complete the course successfully.

I am aware that I do not need to re-register for this course in order to complete the coursework listed above.

This form serves as your last attempt to notify you of your requirements to complete work for your incomplete grade. The requirements listed will be considered in effect and agreed upon unless we hear from you directly within 10 business days.

Student Name: _____ Date: _____

Student Signature: _____

Instructor Name: _____ Date: _____

Instructor Signature: _____

Department Chair Name: _____ Date: _____

Department Chair Signature: _____

Department Dean Name: _____ Date: _____

Department Dean Signature: _____

Office of Registration & Records
Confluence - Room 114
Campus Box 201
P.O. Box 173363
Denver, CO 80217
Fax: 303-556-2431
Phone: 303-556-2420
Email: ccd.orr@ccd.edu



INCOMPLETE GRADE

"I" GRADE CONFIRMATION/COURSE REQUIREMENTS/GRADE FINALIZATION

Internal use only:

Received by: _____ Date: _____

Processed by: _____ Date: _____