



Orange Coast College  
Record of Incomplete Form

Assigning an Incomplete "I" Grade

If a student has a justifiable circumstance (see State Ed Code below), which prohibits them from completing the final course requirements for your class, you may assign the student an incomplete grade. The incomplete grade should be assigned only when the student has completed a majority of the academic work for the class and only if you are willing to accept the late work and/or meet with the student to administer make-up work and exams on your own time.

**Once the incomplete grade is assigned, the student may NOT re-enroll in the class.** The student may have up to one year to make up the coursework indicated on the incomplete grade form. If the student fails to make up the coursework within one calendar year, or, the specified date/semester on the form, the grade will automatically revert to the alternate grade you assign on the incomplete form.

The instructor must submit this form to Faculty Services at the end of the term, to [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu) from their CCCD e-mail address.

If you decide to issue an incomplete grade and the student completes the requirements (per your incomplete form), you must resubmit the Incomplete form **by online submission** to Faculty Services to [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu) with the, **REMOVAL OF INCOMPLETE** portion filled out. This is the box that is located on the bottom right side of the form.

Grade to be assigned if work stated below is not completed: \_\_\_\_\_. Work must be completed by the end of \_\_\_\_\_ semester (1-year maximum if no semester is indicated.)

California State Ed Code

§ 55023. Academic Record Symbols and Grade Point Average.

**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.

RECORD OF INCOMPLETE GRADE

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Last Name, First Name)

Course Name & #: \_\_\_\_\_ CRN# \_\_\_\_\_  
(ex. MATH AI00)

To remove the incomplete grade, the student must complete the following: \_\_\_\_\_

Student Agreement

By signing below, the student agrees to accept the incomplete grade and to submit the assignments required to complete the course. If the student does not complete the assignments in the allotted time, the grade earned will be the grade posted above. There are no exceptions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In lieu of the student signature*, I certify that I have informed the student of the incomplete grade and the work needed to complete the course. The student has agreed to accept the incomplete grade.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Name (please print) \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Incomplete issued:

Year: 20 \_\_\_\_

**REMOVAL OF INCOMPLETE:**

Change grade from incomplete to: \_\_\_\_\_

Instructor's Name (please print): \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_