

**Santa Barbara City College Admissions & Records
Incomplete Grade Contract**

This completed form must be emailed by the instructor to arfacultysupport@sbcc.edu

An "INCOMPLETE" or "I" may be assigned when a student cannot complete a course due to a verified, unforeseeable emergency, **but can complete the course by the contract expiration date specified below. The expiration date can be no later than the end of the following semester.** Once the course has been completed and the student's work has been evaluated, the "I" will be replaced with the grade earned. Students may petition the Scholastic Standards Committee to extend the completion deadline due to unusual circumstances. The Student may re-enroll in this course only if the "INCOMPLETE" has been replaced with a substandard grade.

1 Student Information (please print)

Name: _____

K: _____

Address: _____ Apt. _____

City: _____ State: _____

Zip: _____ Phone #: _____

Email Address: _____

3 Requirements to Complete Course

Contract Expiration Date: _____

Grade earned if course not completed: _____

2 Course Information

Course Name/ Number _____

CRN _____

Semester: Fall Spring Summer 20____

Student's Signature _____

Instructor's Signature _____

**Note: The original contract must be submitted with the instructor's final grades.
Admissions & Records will not accept contracts submitted by students.**

4 Department Use Only

Date work completed: _____

Grade earned: _____

Instructor's Signature

Deadline passed (work not completed)

5 Admissions & Records Use Only

Date amended to : _____

Date grade changed in History: _____

Grade changed by: _____

Reason: _____

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