

JOHNSON COUNTY COMMUNITY COLLEGE

CONTRACT INCOMPLETE GRADE



ATTENTION PROFESSORS: One form must be completed for each student and submitted to your Department/Program Administrator with your grade book or report at the end of the semester. Copies of these forms will be available in your Division Office. Upon completion of the course, a Grade Change form must be submitted to the Records Office, Box 41, in order to update the student's records.

Last Name	First Name	MI	JCCC ID Number

CRN#	Div	No.	Sec	Course Title	Instructor

Fall Year
 Spring Year
 Summer Year

Brief rationale for assigning the Contract I:

Brief specific explanation of the assignments the student must complete to fulfill the Contract:

If the work is not completed by the deadline indicated below (which can be no later than the end of the next full semester following the grading period for which the "I" was given), the "I" grade will automatically be changed to an "F." Students may not withdraw from a course in which an "I" has been assigned.

All work associated with the contract must be completed by: Date: MM DD YY

I have read and understand the terms of this Contract, as indicated by my signature below. I also understand that entering into this contract may affect my veterans' educational benefits or financial aid.

Student's Signature: _____ Date: MM DD YY

Faculty's Signature: _____ Date: MM DD YY

Department/Program Administrator's Signature: _____ Date: MM DD YY

DISTRIBUTION: White-Program Administrator; Yellow-Professor; Pink-Student