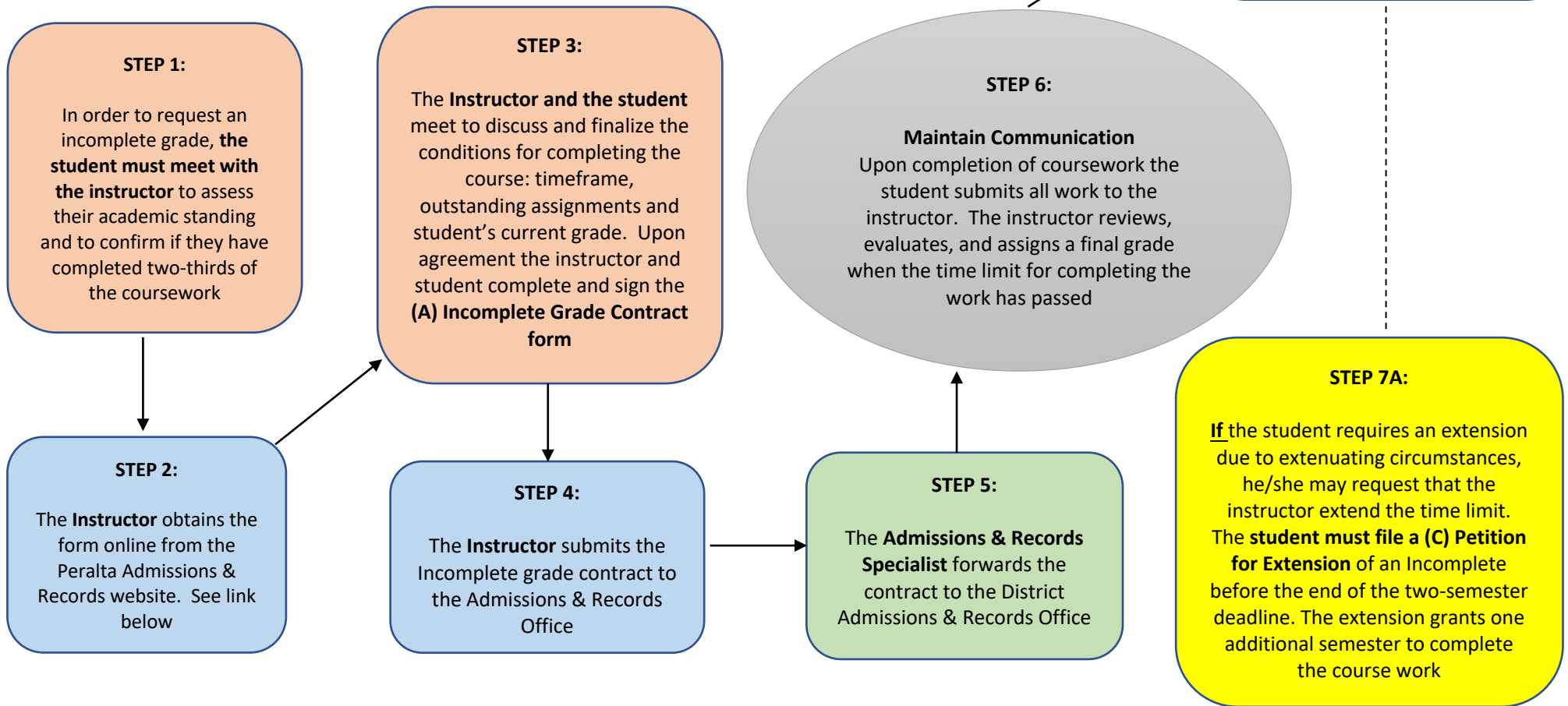




INCOMPLETE GRADE CONTRACT FORM FLOW CHART

** Point of Reference:

(A) The Incomplete Grade Contract Form timeframe of two-semester must be adhered to otherwise once the grade defaults to an "F" the next course of action is (B) the Record Correction Form. The student has the option to file (C) Petition for Extension prior to the contract terms of completion or request a Record Correction



The Incomplete grade contract form is available on the Peralta Admissions & Records website
<https://web.peralta.edu/admissions/files/2018/01/Petition-for-Incomplete-Grade-Created-01.08.18-Final.pdf>

- ** The instructor and student are encouraged to stay in communication to ensure the agreed upon deadline is met
- ** The incomplete grade may not be issued without the student's consent
- ** Re-enrollment in the course may not be a condition for completing the coursework
- ** An incomplete may be given after the withdraw deadline with a minimum of two-thirds of the coursework completed with a passing grade
- ** The allowed time to make up an incomplete grade is two-semester (not including Summer) regardless if the student is enrolled for the semester
- ** The instructor may set a deadline earlier than the two-semester limit. The instructor may refuse to accept work submitted after the agreed upon deadline