



Students: fill out Section 1. Meet with an instructor to fill out Sections 2 and 3.
Return the completed and signed form to CGCC Student Services

Section 1

CGCC Student ID# _____ - _____ Student Name _____

Term/Year _____ CRN _____ Course Name _____

Section 2

Student/Instructor Contract (details of how and when student will complete work to receive a grade) _____

Section 3

Student agrees to following:

I _____ request a grade of "I" meaning "Incomplete" to be assigned for the above-named class. I understand that if I do not complete the required work satisfactorily, or within the specified time, that a grade will be assigned that reflects my performance. I understand that the longest period available for completion of an Incomplete grade is one year from the last date of the term in which the class was taken, and if a grade change is not submitted by an instructor by that time, the "I" grade will be changed to an "F" for classes that use letter grades or an "NP" for no pass for classes that are graded pass/no-pass.

Student Signature _____ Date _____

Instructor Signature _____ Date _____