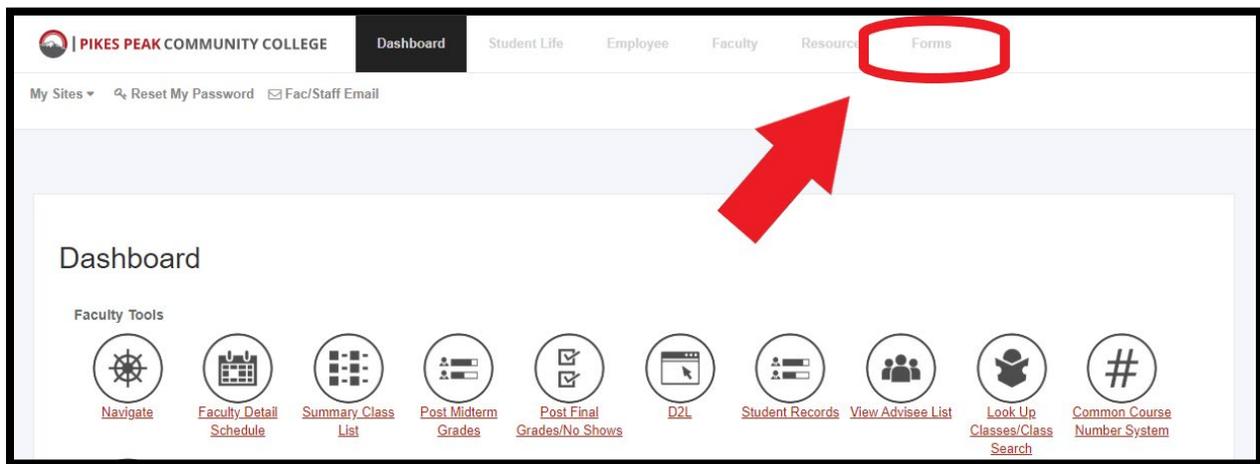




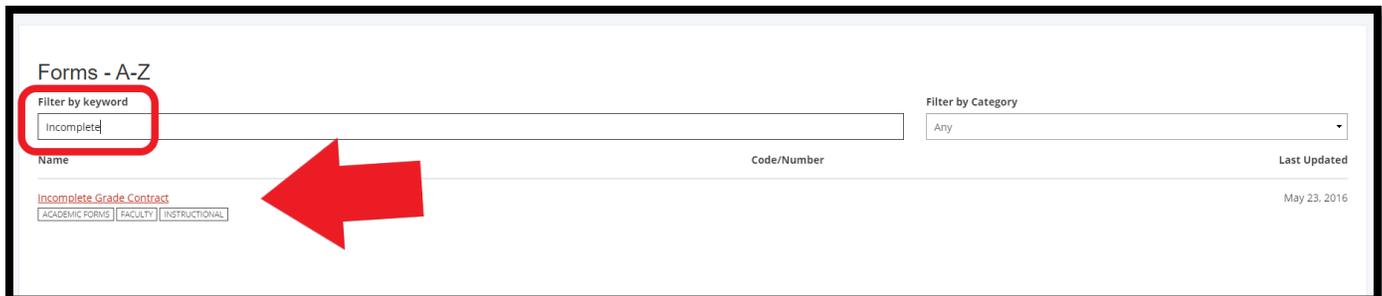
How to Submit an Incomplete Grade Contract

The Incomplete grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better). See EP 240 for more information (www.ppcc.edu/ep)

1. Login to <http://my.ppcc.edu> and continue to the Portal.
2. Select the “Forms” tab at the top of the screen.



3. On the forms screen enter “incomplete” into the search bar.
4. Select “Incomplete Grade Contract”



Filling out the incomplete grade contract:

1. Your information should pre-fill into the incomplete grade contract.
2. Enter your student's S# and then press the TAB key or click out of the S# box – your student's information will pre-fill.

PIKES PEAK COMMUNITY COLLEGE Incomplete Grade Contract #152665

Employee's Information

S #: Date:

First Name:

Last Name:

Department: Phone #:

Email:

Student's Information

S #:

First Name:

Last Name:

Email:

Contract Guidelines

3. Enter your term and Course Reference Number (CRN) – your course information should prefill.
4. Enter the last date of attendance, describe the extenuating circumstances that justify the incomplete and then indicate what course work the student has completed to date.

Course Information

Terms:

CRN: Course Dates:

Course Title:

Course ID: Last date of Attendance:

1. Describe the extenuating circumstances as reason for assigning a grade of incomplete.

2. Provide a detailed description of course work already completed by the student
(% of term attended, points accrued from each exam, project, paper, etc.)

Setting Completion Requirements and Due Date:

1. At the bottom of the incomplete grade contact, enter specific information regarding what the student should do to fulfill your requirements for the incomplete grade contact as well as your proposed deadline (the norm is 2 semesters).

REQUIREMENTS FOR REMOVAL OF INCOMPLETE GRADE

The following course work must be completed and submitted to the instructor prior to the deadline date for the removal of an Incomplete grade. (Be very specific including what, when, and how assignments are to be submitted, and how the final grade is to be calculated.)

Information contained in this section will be emailed to the student. Be clear and concise.

If the work is not completed by the deadline date below, or a Change of Grade Form is not submitted, the Incomplete grade will revert to an 'F' at the end of the next full 15-week semester.

Deadline for work to be completed and received by the instructor:

By submitting this form the instructor acknowledges that the guidelines and requirements of the Incomplete Grade Form have been discussed with the student.

Instructor's Comments

Additional Comments:

Optional

Read Carefully Before Moving to Part 2

2. After you press the submit button at the bottom of the page, you have 1 additional step to complete. Be sure to complete the items in the next page of instructions.

Print

Please avoid printing. The option to print is available to generate a PDF file that can be stored electronically or for archival purposes as required by auditors or law. To generate a PDF click on the Print button and select "Microsoft Print to PDF".

Assigning your incomplete grade contract to a Dean Approver

1. After submitting your incomplete grade contract, a second screen will appear that asks for you to assign a Dean approver to your request. **Scroll down to the bottom of the page and select “Rob Hudson” as the Dean Approver.**
2. **Select the “Assign” button.**

Request INCOMPLETE GRADE CONTRACT - Use this form to request an Incomplete Grade Contract #152665

2-Dean Approval

Profile: User
Status: Not started Refresh

Description	Dean Approval [?]
Initiated by	Alberto Teixeira on 5/7/2020 5:24 PM
Participant	DEAN (DEAN)

Request associated data

Form archive	Download a copy
Email address of student	alberto.teixeira
Incomplete Grade Requirements	Test - Please Delete
Instructor's First Name	Alberto
Instructor's Last Name	Teixeira
Phone #	(719) 502-3256
Email	Alberto.Teixeira@ppcc.edu
S Number	s02130957
First Name	Alberto
Last Name	Teixeira

Assign this action
Select in the list below the person who will handle this action

Manlu Alltop (S00015001)
Montse Edie-Korleski (S02737740)
Jacquelyn Galters-Jordan (S00010333)
Fran Hetrick (S01920299)
Sharon Hogg (S00009743)
Rob Hudson (S00021333)
Kristen Johnson (S00014640)
Michael Madson (S00023202)
Joe Southcott (S00001482)

1: Select Rob Hudson

2: Select Assign

Assign

Incomplete grade contracts are processed expeditiously. Typically completed in one business week – times can be longer during high volume submission periods (typically closer to the end of the semester).

Note: Once approved, your student will receive an email containing the information that you entered into the incomplete grade contract along with their grade contract deadline.

What happens after the incomplete is issued?

Outcome 1: Your student completed their assigned work; you grade it and determine what their final grade should be - **and then you initiate a grade change from the “I” grade to the final grade that they have earned.**

Outcome 2: Your student does not complete their assigned grade; their grade is automatically reverted to an “F” grade at the conclusion of the incomplete grade contract.