



Incomplete Contract Guidelines

Instructors at their discretion may extend the course completion date upon request of a student experiencing extenuating circumstances. Following are the guidelines for the incomplete contract process.

1. Qualifying students must meet the following conditions:
 - a. Two-thirds of the course work has been completed
 - b. The student's current grade is at least 1.0
 - c. The remaining work can be completed independently or in coordination with the instructor, who will arrange for access to required resources.
2. Student considerations before agreeing to an incomplete contract:
 - a. All students: The course work will need to be completed in addition to all other program and course expectations during the contract period. For example, if the student is required to be a full-time student in the next semester, this course will not count toward full-time status, as it remains tied to the original term. It will be additional work.
 - b. Financial aid students: An incomplete contract could affect financial aid eligibility. Students should consult with a Financial Aid Advisor prior to agreeing to the contract.
 - c. High school students: Early Middle College or Dual Enrolled high school students who are slated to graduate at the end of this semester, or before the maximum one year period allowed for a contract, will need this grade posted by the high school deadline. It is recommended that the student consult with their high school and the Dean of Early Middle College. Allow for this deadline and processing time when assigning the contract expiration date.
3. When assigning the contract expiration date, please consider a thoughtful length of time to increase probability of student completion. While an incomplete can be given up to one year, a shorter time is encouraged for most circumstances to better support completion. Often the longer the time given, the less likely a student will complete the Incomplete Contract. If necessary at the end of the contract, the period can be extended to the maximum one year allowed. If you have further questions, please work with your respective Dean.
4. Submit contract information on the grade roster and on the incomplete contract form, which is accessible from the grade roster. The information that must be provided includes:
 - a. Course identifiers: CRN, Subject and Course Number
 - b. Student identifiers: Name and Valley Number
 - c. Last date the student attended the course
 - d. Date the contract will expire
 - e. Grade to be assigned if the contract expires
 - f. Remaining coursework to be completed
5. After grades are posted, contracts will be reviewed and approved by the deans.
6. A report of approved contracts will be sent to instructors.
7. The incomplete contract information will be e-mailed to the student.
8. The contract will be attached to the student's record.
9. Upon completion of the contract, the instructor will submit a Grade Change form assigning the grade earned.
10. If the incomplete contract needs to be extended up to the maximum one year allowed, please send an e-mail to the Admissions, Registration and Records office at arr@kvcc.edu with the information listed in item #4 above.
11. Contracts will be expired every Friday. If you have a contract expiring and the student has completed the work, please submit the grade change form before Friday.