

Incomplete Contract

1. Shoreline Community College policy on incomplete grades as stated in the college grading procedure guidelines:

At a student's request, a grade of incomplete may be given when the instructor agrees that the student is unable to complete the requirements of a course during the 11-week quarter but can successfully complete the course work with no additional instruction.

The instructor must specify on a standard incomplete contract form what requirements the student must fulfill in order to convert the incomplete grade to an appropriate grade.

To obtain credit for the course, the student must convert an incomplete into an appropriate grade by completing the requirements specified in the standard contract within the time limits specified therein, not to exceed one calendar year from the date of the contract.

2. _____
STUDENT'S NAME (PLEASE PRINT) STUDENT ID NUMBER/SSN

3. _____
COURSE NAME AND NUMBER SECTION QUARTER YEAR

4. Instructor and student have agreed:

Course work will be complete by (date): _____

Description of course work to be completed: _____

Comments: _____

5. If the course work is not completed by the time designated above, the "I" grade will:

- ☐ remain as an "I"
- ☐ be converted by the instructor to a "Z"
- ☐ be converted by the instructor to a 0.0

It is the instructor's responsibility to change the grade within one year from the date of this contract. No action will be taken automatically by the registrar.

STUDENT'S SIGNATURE DATE

INSTRUCTOR'S SIGNATURE DATE