

## Incomplete Grade 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 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.

STUDENT'S NAME (PLEASE PRINT)		STUDENT ID NUMBER			
COURSE NA	ME AND NUMBER	SECTION	QUARTER	YEAR	
Instruct	or and student have agreed:				
Course	work will be completed by (date):				
Descrip	tion of course work to be completed:				
Comme	nts:				
	urse work is not completed within one matically convert to 0.0	year after the contrac	t is signed, the	"I" grade w	
	matically convert to the grade of:				
	matically convert to the grade of				
STUDENT'S	SIGNATURE	DATE			
INSTRUCTOR'S SIGNATURE			DATE		