Shoreline
COMMUNITY COLLEGE
Academic Affairs

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.

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

3. _____ _____ _____ _____
COURSE NAME AND NUMBER SECTION QUARTER YEAR

4. **Instructor and student have agreed:**

Course work will be completed by (date): _____

Description of course work to be completed: _____

_____

_____

Comments: _____

_____

_____

_____

_____

_____

5. **If the course work is not completed within one year after the contract is signed, the "I" grade will:**

☐ automatically convert to 0.0

☐ automatically convert to the grade of:_____

_____ _____
STUDENT'S SIGNATURE DATE

_____ _____
INSTRUCTOR'S SIGNATURE DATE

1st - White - Instructor
2nd - Yellow - Student
3rd - Pink - to Registrar's office for student file
4th - Goldenrod - Division Office

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