Community Colleges of Spokane

INCOMPLETE "I" GRADE
STUDENT CONTRACT

☐ SCC
☐ SFCC

Name _____

Last   First   Middle Initial   Student Identification Number

School year _____ Quarter: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Item No. _____ Course ID _____ Course title _____

Instructor _____ Department _____ Division _____

1. The following conditions must be met in order to complete the above course and change the incomplete "I" grade to a permanent decimal grade:

_____

_____

_____

_____

_____

2. **If this contract is not completed by** _____ **(this date will not be later than the end of the following quarter*) the "I" will be changed to a permanent decimal grade of** _____.

I understand, and agree to, the conditions of the contract as specified above.

Student's signature _____ Date _____

Instructor's signature _____ Date _____

*Example: An "I" for spring quarter must be completed before the end of the following fall quarter.

Grading Policy—Incomplete "I": This is a temporary grade issued only to those students whose coursework to date is passing but not completed at the end of the quarter. This grade is assigned at the end of the quarter when the student has attended class and performed satisfactory work within three weeks of the close of the quarter. It is normally assigned when extenuating circumstances beyond the control of the student prevent completion of the course requirements on schedule.

If this contract is not completed by the date agreed upon by the instructor and the student, the "I" grade will be changed to the predetermined decimal grade established in the contract. Exceptions to this policy, in regard to the time frame only, may be made if the student contacts the instructor to make other arrangements.

In the absence of the instructor, (adjunct faculty not teaching the next quarter, retired faculty, for example) the department chair will assign a decimal grade.

All "I" grades issued by an instructor must be accompanied by the written student contract. Copies of the written contract must be given to the student, the instructor, and the Transcripts/Records office.

Original—Transcripts/Records   Copy—Instructor   Copy—Student