



# OLYMPIC COLLEGE

## *Enrollment Services* *Incomplete Grade Contract*

## *Office of Registration and Records*

Student: \_\_\_\_\_

SID#: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Division: \_\_\_\_\_

Course Title and Number: \_\_\_\_\_ Item # \_\_\_\_\_

Qtr/Yr.: \_\_\_\_\_

**REGULATION:** The “I” grade is used to indicate a grade has been deferred. The instructor can choose to award an “I” grade to students making satisfactory progress who, for reasons beyond their control, are unable to complete course requirements on time. The following requirements are assigned by the instructor and must be satisfied by the student to complete the course within two quarters (excluding summer session) from the date an “I” grade is assigned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACT COMPLETION:** Contract requirements must be completed by the last instructional day (prior to exam week) of \_\_\_\_\_ or the decimal grade of \_\_\_\_\_ or grade of WP/WF will be posted to the transcript.  
Quarter/Year

**NOTE:** *When contract requirements have been satisfied, a change of grade form must be submitted to Registration and Records by the INSTRUCTOR of RECORD in order to OFFICIALLY change the “I” grade.*

**Instructor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand and acknowledge the conditions of this agreement, and agree that I will be assigned the grade as indicated above in the event I do not complete the work as stipulated herein.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_