

An incomplete ("K") grade may be assigned on a grade sheet only upon request of the student and agreement by the course instructor. Normally a grade of "K" will be assigned only to a student who has been in attendance up until the final two weeks of the quarter and who has been doing passing work, but for whom extenuating circumstances beyond his/her control (not mere lateness or the desire to improve a poor grade) make it impossible to complete course requirements on schedule. When a "K" grade is reported to the Registrar, the following contract should be completed and signed by both the student and instructor. Copies are retained by the student and instructor. Do **not** send a copy to the Registrar's Office.

Instructions:

1. Fill out incomplete grade contract below. Student and faculty retain copies. **Do not send copy to Registrar's Office.**
2. Submit incomplete grade ("K") via Web for Faculty or printed grade sheet during grade week.

Student Number	Student Name		
Department	Course Number	Quarter/Year	

Based on percent of the course work to date, the student's grade is (This is not a final grade already earned. It is provided to assist in determining a final grade when course work is completed.)

Remaining work for the course to be completed:

If the remaining course work is completed by (date) the instructor will submit to the Registrar's Office a final grade, based upon previously completed work and the work indicated above. (The instructor may stipulate that remaining work is to be completed within a reasonable period of time, up to one calendar year)

It is understood that the instructor must contact the Registrar's Office to remove an incomplete grade at (360) 650-3431.

If the "K" is not removed within one year after the end of the quarter for which it is assigned, it will be converted automatically to "Z" (failure due to discontinued attendance).

Student Signature:	Date:
Instructor Signature:	Date: