

Policy Type: Student Services  
Policy Title: Grades: Incomplete Agreement  
Policy Number: SS-25

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**Purpose:**

Provide information and procedures for eligible students to enter into an Incomplete Agreement.

**Scope:**

All students, staff, faculty and administrators of Green River Community College.

**Definition:**

1. *GPA* – Grade Point Average
2. *Incomplete Agreement* – A written and signed agreement (contract) between an instructor and student to defer a specific course’s completion deadline.

**Policy:**

An instructor may record a student’s work as “incomplete” (I) if the instructor determines a student has been delayed in completing the required work due to an extenuating circumstance. Issuance of an “incomplete” is at the sole discretion of the instructor. Students have four quarters, or less if the instructor indicates, to comply with the terms of an Incomplete Agreement.

**Procedure:**

1. Instructor and student sign the Incomplete Agreement form.
2. Instructor submits the signed Incomplete Agreement form to the Registrar at Enrollment Services at the time of grading for the quarter.
3. The instructor will assign an “I” for the student during the quarters grading cycle. An “I” does not affect GPA.
  - a. Students have four quarters (or less if the instructor indicates) to comply with the terms of an Incomplete Agreement
4. Upon the student’s completion of an Incomplete Agreement, the instructor will submit a Change of Grade form to the Registrar in order to change an “I” to a decimal grade.
  - a. Incomplete work (“I”) not completed by the student will remain permanently on the student’s transcript.

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**Specific Authority:**

Green River Community College Registrar  
Green River Community College Instructional Council  
Green River Community College President’s Staff  
Green River Community College Board of Trustees

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**History of Policy or Procedure**

Draft: March 15, 2007

Adopted: June 29, 2007

Revised:

Reviewed by:

Contact: Denise Bennatts, Registrar/Director of Enrollment Services, ext. 2510

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