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Incomplete Course Contract

Chemeketa Community College allows an I grade (incomplete) to be made up within an agreed upon timeframe (standard is one-term) from the assignment of the I grade. An I grade must be requested by the student and is given at the instructor's discretion. If the course is NOT completed by the deadline, the I grade will be changed to an identified letter grade (B through F). See Chemeketa Community College Catalog for policy and procedures regarding I grades.

Directions: Instructor completes contract, maintains the original and distributes copies to the student and instructor's supervisor.

Student K number: _____

Student First Name: _____

Student Last Name: _____

Instructor Name (please print): _____

Course	CRN	Course Title	Term	Year

In order to remove the incomplete grade the student must complete the following assignments at a satisfactory level:

If the student **does not** satisfactorily complete the identified assignments by end of _____ term, _____ the incomplete grade will change to: _____ (Year)

B C D F

Instructor signature

Date

I understand that if I do not complete the identified assignments at a satisfactory level by the deadline, my grade for this course will change to the grade identified above.

Student signature

Date

(Attach documentation for email verification)

PLEASE NOTE: If you receive funding from Financial Aid, Veterans, any outside agency or are a student athlete or International student, your benefits could be adversely affected by this grade change. It is strongly recommended that you contact the Financial Aid Office, Veterans Office, the agency, Athletic Director or International Student Program regarding the consequences of the grade change.

COMPLETION REPORT

The student has satisfactorily completed the assignments above. The student's final grade is:

A B C D F

Instructor signature

Date