Incomplete Grade Contract

Blue Mountain Community College
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Pendleton, OR 97801
(541)278-5759 Service Center
(541)278-5871 Fax
www.bluecc.edu

Incomplete Grade Contract Policy: An incomplete (INC) may be assigned by the instructor when the quality and quantity of work done by the student is satisfactory, but the course has not been completed for reasons acceptable to the instructor. At least 60% of the course work must be completed and course work must be made up within one calendar year of the date that the incomplete appeared on the grade report.

Directions:

1. Fill out the top portion of the contract
2. Submit to the Pendleton Service Center. **(Please keep a copy for your records)**

BMCC Student ID: _____-_____

Students Last Name: _____ **First Name**: _____

Course ID	Section #	Course Title	Term	Year

In order to remove the incomplete grade the student must do the following:

_____

_____

If I (the Instructor) do not report that this has been accomplished by the end of _____term, year **20**____ I hereby authorize the Registrar's Office to enter the alternate grade of:

A B C D F P _____ _____/_____/____
(Circle One) Instructor's Signature Date

Completion Report: Upon completion, contact the Records office and complete the bottom portion of this contract.

The student has completed the assigned work as indicated above. Their assigned grade is now:

A B C D F P _____ _____/_____/20_____
(Circle One) Instructor's Signature Date

Blue Mountain Community College is an equal opportunity educator and employer.