



Incomplete Grade Contract

Blue Mountain Community College
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 Pendleton, OR 97801
 (541)278-5871 Fax
 Email: studentrecords@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 term and year the student took the course.

Directions:

1. Fill out the top portion of the contract
2. Scan and email to Student Records.

BMCC Student ID: _____ - _____ **Students Last Name:** _____ **First Name:** _____

Course ID	Section #	Course Title	Term	Year

The student must complete the following by the end of finals week of the term and year indicated below.

ASSIGNMENT TO COMPLETE	ASSIGNMENT TO COMPLETE

ALTERNATE GRADE ASSIGNMENT

If I (the Instructor) do not return this form with a completed grade by noon on Friday of finals week 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 of the item listed above, please return this INC contract on or before noon on Friday of finals week as indicated above. If this form has not been returned on or prior to that time the alternate grade will be assigned.

The student has completed the assigned work as indicated above. Their final grade for the course is:

A B C D F P
 (Circle One)

_____/_____/20_____
Instructor's Signature **Date**

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