RENTON TECHNICAL COLLEGE

Attachment 1

Incomplete Grade Agreement

Student's Last Name	First	MI	Student ID #	Date
Instructor's Name (please print)	Program of study	Course #	Item #	Enrolled quarter
				F__W__SP__SU__ Yr:

This form must be initiated and signed by the student. The Incomplete grade is intended to provide a buffer for students who have extenuating circumstances ("circumstances beyond their control"' i.e., illness, death in the family, act of God) preventing the completion of coursework; the student must have completed 80% or more of the coursework, and have attended 80% or more of the quarter. The time allowed for an incomplete is at the discretion of the instructor and should not exceed one quarter beyond the time the course was to have been originally completed.

All course work requested must be completed in the time allowed or student will receive the "Grade Without Completion" listed below.

Conditions of Completion

Last Allowable Completion Date	Grade Without Completion	Maximum Grade w/Completion
Requirements of Completion		

I agree to the above conditions and understand that if I do not complete the requirements as outlined, the grade listed as "Grade Without Completion" will become my final grade.

Student Signature _____ **Date** _____

Instructor Signature _____ **Date** _____

Dean Signature _____ **Date** _____

Please submit this completed form to the Registrar.

RENTON TECHNICAL COLLEGE

Attachment 2

Grade Appeal Form

A Grade Appeal may <u>not</u> be initiated until final course completion.

In the event that the student cannot resolve the issue with his/her instructor, this form shall be completed and delivered to the dean's office of the program/instructor. This is an Instructional Department process.

☐ ***I have met with the instructor and my final course grade issue is not resolved.***

Grade Appeal must be based on (please check all that apply):

- ☐ Errors were made in calculating or posting the official RTC grade,
- ☐ The instructor did not follow the grading criteria outlined in the course syllabus,
- ☐ Grading criteria were not uniformly applied.

A student is encouraged to file a grade appeal within two (2) instructional days of the end of the quarter. A grade appeal filed after one (1) quarter in which the grade was earned, will not be considered. The student will be notified of the result of their grade appeal via email within four (4) instructional days of filing.

Student Name: _____ **Today's Date:**_____

SID: _____ **Student Contact Info:**_____
(all working phone numbers, current e-mail, etc.)

Program: _____ **Course & Grade:** _____ **Instructor:** _____

<u>Description reason for grade appeal: (attach additional notes/documentation if necessary)</u>

Resolution Sought: _____

Student Signature: _____ **Date:** _____

****

Person Receiving Form: _____ **Date:** _____

Dean's Review Date: _____ **(attach additional notes/documentation if necessary)**

☐ **Retain Grade** ☐ **Change Grade to:** _____

- ☐ Errors were made in calculating or posting the official RTC grade,
- ☐ The instructor did not follow the grading criteria outlined in the course syllabus,
- ☐ Grading criteria were not uniformly applied.

Dean's Signature: _____ **Date:** _____