

Incomplete Grade Contract

An incomplete contract may be utilized when a student cannot complete required coursework by the close of a semester for reasons beyond their control. The terms of the contract must be agreed upon by the instructor, the student with approval from the appropriate Departmental Dean.

- Instructor must submit the completed, original contract to Dean of Student and Enrollment Services.
- An I grade will be entered on the student's record based on contract.
- At contract end date, a Grade Change Request Form must be submitted by the instructor to the Dean of Student and Enrollment Services.
- If course requirements are not met by the deadline, the I grade will be changed according to the contract. (Students receiving Veterans' benefits who receive an I grade may have up to one year to complete the course without repaying the VA for the class.)
- The Instructor certifies that the outcomes resulting from completion of this contract are equivalent to that of the original course.

Student Name _____

Student ID _____

Course No. _____ Course Title _____

Semester Summer Fall Spring 20_____

Rationale for request: _____

Student and Instructor agree the following assignments/tests will be completed as follows:

Grade to-date _____

Expected completion date _____

Weight of incomplete work _____

Final grade if work not completed _____

Student Signature

Date

Instructor Signature

Date

Appropriate Departmental Dean Signature

Date

FOR OFFICE USE:

Noted in student file Entered in Calendar Scanned Copy to Instructor Date & Initials _____



Montcalm Community College