



MID MICHIGAN COLLEGE INCOMPLETE GRADE CONTRACT

STUDENT NAME _____ ID# _____

ADDRESS _____ PHONE _____

INSTRUCTOR NAME _____ SEMESTER _____

COURSE TITLE _____ E-MAIL ADDRESS _____

If a student is unable to complete all the requirements of a course because of extenuating circumstances he/she may be eligible for an incomplete grade. Extenuating circumstances may be a car accident, death in the family, or hospitalization. In order to qualify for an incomplete contract the student must have completed at least 75% of the course work. It is at the discretion of the instructor to grant an incomplete grade (I).

Upon completion of the following course requirements, said instructor will change the student's grade from an "I" (Incomplete) to the regular letter grade earned by the student in the course. Failure of the student to comply with these requirements by the due date will result in an automatic change of the incomplete grade to a grade of "F" (Failure).

Time limits: If the incomplete is for the Fall semester; it must be completed by the end of the next Winter Semester. An incomplete for Winter semester, must be completed by the end of the next Fall semester. An incomplete for the Spring/Summer semester must be completed by the end of the next Fall semester.

The student will be responsible for meeting the following list of requirements to complete this contract:
(Please attach a copy of the original course syllabus and explanation of how student work will be evaluated)

DATE REQUIREMENTS ARE DUE _____

STUDENT: I hereby certify that I understand and agree to the terms stated which will enable me to complete requirements for this class.

STUDENT SIGNATURE _____ DATE _____

INSTRUCTOR: I hereby certify that I have given said student an "I" (Incomplete) based on the terms of this contract. The last date the student participated in an academically related activity for this class was _____.

INSTRUCTOR SIGNATURE _____ DATE _____

DEPARTMENTAL APPROVAL _____ DATE _____

RETURN THIS COMPLETED FORM TO THE REGISTRAR