

BAY MILLS COMMUNITY COLLEGE

Incomplete Course Contract

Students are responsible for completing the requirements of courses in which they are enrolled, by the end of the semester. **Grades of incomplete will only be given in extraordinary circumstances, and when the student has satisfactorily completed at least seventy percent (70%) of the course requirements, and when, in the opinion of the instructor, the student has a valid excuse for not completing by the semester end date and there is a reasonable probability that remaining work can be completed in a reasonable amount of time. The instructor may permit the student to continue on an independent-study basis for up to an additional 5 weeks past the semester end date. At the conclusion of the extension period, the instructor will compile and record the student's final grade based on all complete and incomplete work. Any work not submitted by the end of the extension period will receive a score of zero.**

Instructor Name _____

Student Name _____

Course _____

Semester _____

The instructor and student agree to the following:

Additional Weeks to complete coursework (up to five)

Contract Begins _____

Contract Ends (Due) _____

The student commits to the completion of the following assignments by the end of contract date:

Instructor's Signature

Student's Signature

Final Grade _____