

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 when the student has completed seventy percent (70%) of the course requirements with a passing grade**, and when in the opinion of the instructor, the student has a valid excuse for not completing on time and there is a reasonable probability the work can be completed in a reasonable amount of time. The instructor may permit student to continue on an independent study basis for an additional 5 weeks into the next semester. If the student does not complete the course by the end of the additional time granted, **the grade earned up to that time will be recorded.**

The instructor and student agree to the following:

Course _____ Semester _____

Beginning date _____ Ending date _____

I. Meetings with the instructor
_____ times per week for five (5) weeks. Day _____ Time _____

II. Progress

The student will:

Week 1 _____
_____ Completed _____

Week 2 _____
_____ Completed _____

Week 3 _____
_____ Completed _____

Week 4 _____
_____ Completed _____

Week 5 _____
_____ Completed _____

Contract **must** be signed by both the student and the instructor.

Student Signature

Instructor Signature

Final Grade _____