

Incomplete Contract

450 North Avenue, Battle Creek, MI 49017-3397 PHONE 269 965 3931 WEB www.kellogg.edu

Instructions:

1. Instructors at their discretion may extend the course completion date upon request of a student experiencing extenuating circumstances if the following conditions are met:
 - a. Half (50%) of the coursework has been completed.
 - b. The student's current grade is at least a passing grade.
 - c. The remaining work can be completed independently.
2. A temporary "I" grade will be assigned to the student.
3. Upon completion of the contract, submit a Grade Change assigning the grade earned.
4. If the contract expires before the work is completed, the expiration grade noted below will be posted to the student's transcript.



Disregard points a, b & c for RMTC Industrial Trades students.

Student:

k-ID Number	Last Name	First Name

Semester:

Fall	Spring	Summer	
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Year

Course:

Subject & Course Number	Current Grade

Instructor:

Last Name	First Name

Remaining Coursework Action Plan:
(enter into box or attach to this form.)

Expiration:

Completion Date (one calendar year maximum)	If the incomplete is not resolved, the grade will become:	Expiration Grade

This contract must be signed by the instructor and the student. It must be countersigned by the Chair/Director if the work will be done in a laboratory, the instructor is an adjunct faculty member, or the student is unable to sign (with email acknowledgement attached from student account). The student is encouraged to contact Financial Aid to understand the impact that an "I" grade may have on future aid.

Signatures:

	Student	Date
Adjunct Full-Time	Instructor	Date
	Chair/Director	Date

Expiration Processed: _____
Initials Date

A copy must be retained by the instructor, given to the student, and given to the Chair/Director.

A copy must be given to the Registrar's Office.