INSTRUCTOR-STUDENT AGREEMENT FOR FINISHING AN INCOMPLETE COURSE (“I” GRADE POSTED)

Both the instructor and the student should retain a copy of this completed form.

Student Name _______________________________  Instructor Name _______________________________

Student UM ID _______________________________  Instructor E-Mail _______________________________

Dept. & Course Number _________________________  Term & Year Course Was Elected _______________

Note: Instructors are not obligated to give an Incomplete. College policy permits a student to request an Incomplete if:

- They have completed about 70% or more of the work for the course.
- They are unable to finish the course for reasons acceptable to the instructor.
- They were maintaining a C- or higher average at the time they were unable to complete the course requirements.
- The student and instructor have had a conversation about the Incomplete.

A grade of “NR” (No Report) is appropriate if the student does not finish the class but has not contacted the instructor.

The full College policy on Incompletes can be found here.

STUDENT AND INSTRUCTOR AGREE THAT THE FOLLOWING WORK MUST BE COMPLETED:
(List specific assignments, exams, papers, and projects.)

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

DEADLINE FOR STUDENT TO SUBMIT WORK/TAKE EXAMS (Check one)

☐ The College’s default deadline (4 weeks into the student’s next full term of registration)

☐ An earlier deadline set by the instructor (include specific date – MM/DD/YY) _____________________

Note: If a deadline later than 4 weeks into the next term is desired, student and instructor must fill out a Time Extension Request form. The Academic Standards Board will review and make a ruling on the request. The instructor has 2 weeks after the work completion deadline to submit a final course grade.

If the student does not complete the work by the specified deadline, the Incomplete will “lapse” to a failing grade.

By signing below, we acknowledge and agree to the above terms and conditions.

Student Signature __________________________________________  Date Signed _____________________

Instructor Signature ________________________________________  Date Signed _____________________