



# KEWEEENAW BAY OJIBWA COMMUNITY COLLEGE

111 Beartown Road, PO Box 519, Baraga, MI 49908

Phone: (906) 353-4600

## INCOMPLETE GRADE CONTRACT

### STUDENT INFORMATION

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

Course Number/Name \_\_\_\_\_ Semester Enrolled \_\_\_\_\_

Reason for Incomplete \_\_\_\_\_

Student's grades for completed work and their percentages of the course grade: \_\_\_\_\_

Work to be completed and each item's percentage of the course grade (see instructions on the reverse): \_\_\_\_\_

**PLEASE NOTE** that any item listed above as work to be completed which is not turned in by the final due date below will be assigned a grade of 0 (zero) in calculating the final grade.

**FINAL DUE DATE FOR ALL WORK TO BE COMPLETED** \_\_\_\_\_ (No later than the end of the next full semester.)

**If work is not completed by this date, the grade reverts to:** F\_\_ D-\_\_ D\_\_ D+\_\_ C-\_\_ C\_\_ C+\_\_  
B-\_\_ B\_\_ B+\_\_ A-\_\_ P\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEAN OF INSTRUCTION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

A copy of this contract will be given to the student and instructor; the original will be kept in the student's file.

### Instructor/Registrar Use ONLY

Date work was completed: \_\_\_\_\_ Final grade \_\_\_\_\_

Instructor's Initials \_\_\_\_\_ Date \_\_\_\_\_ Registrar's Initials \_\_\_\_\_ Date \_\_\_\_\_

Reverse section of this form to be completed by instructor.

Instructor: Please record below or attach copies of documents providing the information needed to calculate the student's final grade if you are not able to do so yourself. This should include:

1. the grading system used in the class, particularly
  - a) the relative weights given to each grade component: exams, quizzes, assignments, class participation, etc,
  - b) the standards or rubrics used for evaluating each item of course work to be completed (listed on reverse)
  - c) the scale used in assigning final grades
  - d) any additional information that may be needed
2. The exact specifications and requirements for all work to be completed
3. Copies of any handouts needed, particularly any tests and/or quizzes that need to be taken
4. Worksheet, test, and quiz answer sheets, if applicable