Niiwin Akeaa Campus
111 Beartown Road
Baraga, MI 49908
Phone: (906) 353-4630
Fax: (906) 353-8107

KBOCC
Keweenaw Bay Ojibwa Community College

Wabanung Campus
770 N. Main St.
L'Anse, MI 49946
Phone: (906) 524-8311
Fax: (906) 524-8106

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-___   A___   P___   NP___

*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.

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

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