

**NORTHERN MAINE COMMUNITY COLLEGE
AGREEMENT FOR AN INCOMPLETE**

Procedure:

1. To apply for an incomplete, a student must contact their instructor and request one by explaining the extenuating or unusual circumstances and submit the student portion of the form below to them.
2. If the instructor agrees to grant the incomplete, the instructor will fill-in the missing assignments, along with the final submission date. The instructor will then return the form to the student.
3. The student will sign the agreement acknowledging that they understand the terms and conditions and return to the instructor.
4. The instructor will sign their statement and submit the final agreement to the student, the Registrar, Academic Dean, and Counseling Office.

TO BE COMPLETED BY THE STUDENT (Please Type or Print)

I hereby request an incomplete for the course listed below.

Name: _____ ID # _____

Course # and Title _____ Credit Hours _____

Semester Requested for Incomplete: Fa 20 _____ Spr 20 _____ Sum 20 _____

Explanation for Requested Incomplete Status: _____

TO BE COMPLETED BY THE INSTRUCTOR (Please Type or Print)

Missing Assignments: _____

Final date for submission of incomplete work: _____

(Student may request an additional extension, not to exceed four weeks into the next semester)

Student Acknowledgment: I understand that this is a temporary grade, and all work must be made up as rapidly as possible. If I do not make up the work within the time limit, or contact my instructor about additional extenuating circumstances, I will be given the grade earned for the course at the time of the deadline. Furthermore, I understand that all decisions made by the instructor are final. I understand that if this course is a prerequisite course to other courses, I may not be able to progress in the program and will be removed from the courses that require the pre-req.

Student _____ Date _____

Faculty Acknowledgement: I verify that the student has agreed to the terms and conditions above regarding the incomplete described. I will support the student in making up the work by the deadline and submit the student's earned grade within two business days of the deadline to the Registrar, unless extended.

Faculty _____ Date _____

Department Chair Acknowledgement: I verify that the faculty and student have agreed to the terms and conditions above regarding the incomplete described. I will support the faculty and student in agreement set forth herein.

Dept. Chair _____ Date _____

Copies: Student, Registrar, Academic Dean, Counseling Office