



Mount Ida College Incomplete Grade Contract

Office of the Registrar, 777 Dedham Street, Newton, MA 02459
phone: 617-928-4503 ~ fax: 617-928-4728 ~ registrar@mountida.edu

Please type or print legibly. This form must be completed by the **student and professor** and returned with the professor's final grade sheet. **A grade of "I" cannot be assigned without this contract.**

Student Name: _____ ID #: _____
 Course Number: _____ Section: _____ Semester: _____
 Course Title: _____
 Instructor: _____

Description of Work to be Completed by Student	Deadline for completion*
Examination: _____	
Paper: _____	
Project: _____	
Other: _____	

***Deadline can be no later than the midpoint of the following semester.**

Required Signatures

My signature indicates that I have discussed and agree to the terms of the contract outlined above and that I understand the Mount Ida College Incomplete Grade policy described below. Please keep a copy for your records. <i>Note: If a student is unable to sign, please indicate means by which student agreed to contract, i.e. email, phone conversation)</i>			
Student	Date	Instructor	Date

Mount Ida College Policy for Completing an Incomplete

In cases where there is a compelling reason (medical emergency, death in family), a grade of Incomplete ("I") may be given to a student at the instructor's discretion. An Incomplete will not be granted to a student who owes three weeks or more of assignments or who has missed three weeks or more of class. Requests for extensions beyond the deadline must be submitted in writing to the Office of the Registrar prior to the deadline date. If the deadline date passes and the work has not yet been completed, the grade of "I" will be converted to an "I/F," which has the same value as an "F." Under no circumstances will an "I" be changed to a grade of "W" (Withdrawal). See the College Catalog for further details.

Instructor's Evaluation (To be submitted to the Office of the Registrar upon completion of work)

Instructor's Signature: _____ Date: _____ **PERMANENT**
 Registrar's Signature: _____ Date: _____ **GRADE:** _____