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White Earth Tribal & Community College

Student Services

106 Main Street – P.O. Box 478
Mahnomen, MN 56557

Date: (M/D/Y) _____ Name: _____ Student ID# _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Permanent Address: (If different from above) _____ City: _____

State: _____ Zip: _____

Course# _____ Title: _____ Credit Hrs: _____ Semester: Fall Spring Summer

Instructor's Name: _____

An "INCOMPLETE" grade indicates that the student, for a serious reason approved by the instructor, the Academic Dean and the Dean of Student Services, has not completed, or may not complete, all required course work by the end of the semester and has a reasonable probability of passing the course when all requirements are completed. An "INCOMPLETE" cannot be converted to a passing grade after a maximum of one semester starting from the last day of the regular course, unless approved by the Academic Dean.

Attach a course plan to show the following:

- At least 70% of course work should have been completed with a passing grade before an Incomplete is given, (unless the instructor and Academic Dean have approved otherwise.) Less than this should be considered an F. If the following work in #2 below is not completed, the grade would be _____.
- The following are required to complete this course (be specific):
- The work must be completed by _____. The instructor submits and "CHANGE OF GRADE FORM" when assignments are completed. An incomplete grade changes to the above stated grade if not completed in the period indicated on this contract. If the student is not available, instructor should submit form without the student's signature.

Course Plan Attached _____ Course Plan Filed in Academic Dean's Office: _____

Student's Signature _____ Instructor's Signature _____

Academic Dean's Signature: _____ Dean of Student Services Signature _____

Original: SSO _____
CC: Student _____
Instructor _____

For SSO Use Only:
Change of Grade Form _____
Transcript Changes _____