



Office of the Registrar

INCOMPLETE GRADE REQUEST FORM

Student Name: _____ ID# _____

Professor Name: _____ Division: _____

Course Number: _____ Semester: _____ Year: _____

Course Completion Deadline: Semester: _____ Year: _____ Date: _____

Incomplete Grade Policy and Explanation:

An Incomplete is given as a temporary grade when a course cannot be completed due to reasons beyond the student's control and becomes an "F" unless the work is carried to completion by the end of the next semester. ~ MC Catalog

Faculty should not assign a grade of Incomplete except in circumstances such as illness, injury, or other genuine emergencies that are truly beyond the student's control and interfere with the student's successful completion of the course. In order to receive a grade of Incomplete, the student must be passing the course at the time the conditions that created the delay in progression occurred. The request for an Incomplete should be initiated by the student in consultation with the professor.

Incomplete Grade Resolution Plan: (attach page if additional space is needed)

Table with 2 columns: Item(s) Due, Planned Assignment Completion Date. Includes four rows of blank lines for input.

Incomplete Request Signatures:

I have read the Incomplete Grade Policy and hereby request a grade of Incomplete in the course listed above. I understand that it is my responsibility to complete the required coursework and submit it to the professor in time for the final grade to be submitted. Failure to do so will result in replacing the grade of Incomplete with the letter grade of F.

Student's Signature: _____ Date: _____

I have communicated with the student or student's representative and received adequate information and documentation to verify true extenuating circumstances necessitating this request. A grade of Incomplete will be submitted for the course listed above. A final grade will be submitted by the deadline listed above.

Professor's Signature: _____ Date: _____

Division Chair's Signature: _____ Date: _____