

Incomplete Grade Request

This form is used to record the terms of agreement between a Professor and a student who wishes to receive a grade of incomplete, and to record the final grade and date when the work has been completed.



MBC ID#

Last Name

First Name

Middle Name

Course Number

Course Title

Term / Year

Instructor's Name

Reason for Seeking Incomplete

Procedure

1. Before completing this form, please read the Incomplete policy statement below.
2. The student and instructor should fill out their respective sections. Discuss the deadline and default grade and sign the form at the bottom.

To Be Completed by the Student and Instructor

I have read and understand the MBC Incomplete Grade Policy as articulated below.

Student Signature

Date

Instructor Signature

Date

To Be Completed by the Instructor

Work Remaining to be Completed

Required Date to be Completed
(if less than one full calendar year)

"Default Grade": If work is not completed by the stated deadline ("F" if not specified)

Instructor's Signature (**REQUIRED**)

Date

Vice-President of Academic Affairs Signature (**REQUIRED**)

Date

To Be Filled in After the Work is Completed

Date work was completed

Final Grade

Instructor's Signature (**REQUIRED**)

Date

INCOMPLETE GRADE POLICY

A request for a grade of "I"/Incomplete must be submitted to the Vice President for Academic Affairs (VPAA) if a student is doing satisfactory work, but, for non-academic hardship reasons, the student is unable to complete the final requirements for the course. Non-academic hardship reasons are defined as any of the following: a. family problems (e.g., death in the immediate family); b. illness or accident that requires hospitalization or confinement; and c. personal hardship (e.g., loss of property or personal support). The possibility that a student may fail the course, a student's inability to meet any set deadline for course requirements, and other academic reasons, are not appropriate grounds for awarding a grade of "I."

The student must initiate the request for the incomplete grade and must provide documentation to the instructor of the non-academic hardship reason for the request for an "I"; the instructor must verify the hardship.

The student has one year (two consecutive semesters) to complete the requirement(s) for the removal of the "I" grade. If the student completes the requirements for the removal of the "I" grade, the instructor must complete a Removal of Incomplete form. If the "I" grade is not removed within the specified time, the "I" grade will be changed to a grade of "F."

Please refer to the Morris Brown College Catalog for the complete Incomplete Grade Policy.

FOR OFFICE OF THE REGISTRAR:

Processed By

Processed Date