



MARTIN COMMUNITY COLLEGE

Incomplete Grade Report

This form should be completed by the instructor whenever he or she issues a grade of "I" (Incomplete). *The last copy should be retained by the instructor for his/her file.* The other copies should be attached to the grade sheet for the class upon submitting grades to the Registrar's Office.

SPECIAL REMINDER: A student must complete the necessary work to remove an "I" (Incomplete) before the last day to withdraw to avoid receiving a grade of "F" for the next semester, **whether enrolled or not**. If the necessary work required for a passing grade is not completed during this time period, the "I" will automatically revert to an "IF".

Student's Name: _____ **Student ID#:** _____

Course Number and Title: _____

Semester and year in which the I (Incomplete) was earned _____

Please explain in detail below the test(s) or assignment(s) necessary to complete requirements for this course:

Numerical grade on work already completed _____

Percentage of final grade allowed for work already completed _____

**A student should only be awarded an incomplete grade if they have completed at least 85% of the course work.*

This student's work is due by: _____ . *Please refer to the academic calendar to discover the last day to turn in grades for the removal of an incomplete.*

In the event, I am not employed by the College during the semester in which the requirements must be met to complete this course, I recommend that _____

Instructor's Name

supervise the completion of unmet requirement(s).

Instructor's Signature

Date

NOTE: Immediately after the coursework is complete, an Incomplete Change of Grade Form should be completed and submitted to the Chief Academic Officer for approval. Upon receipt of this completed form, the Registrar's Office will distribute it electronically to:

- Student
- Advisor
- Instructor