



Incomplete Grade Request

Submit completed form by email to MJCEseforms@mjc.edu or in-person to Enrollment Services within 72 hours of grade finalization.

Today's Date: _____

To be completed by student:

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Phone: _____ Birthdate: _____

Course Information:

Instructor Name: _____ Term/Year: _____

Course Name: _____ Section #: _____

REASON FOR INCOMPLETE GRADE: Extenuating Circumstances Cause judged unavoidable by the instructor

Note: Extenuating Circumstances are: Verified accidents, serious illness or other circumstances beyond the control of the student.

Please describe reason Incomplete Grade is being requested by the student: _____

Assignment/Exams to be completed	Due Date(s)
Final deadline for completion of all coursework:	
Final grade of ____ will be assigned if the student does not meet the requirements for removal of the "incomplete" grade within ONE year.	
Comments (e.g. how work should be submitted, frequency of instructor-student meetings, etc.)	

School Policy & Procedures for Incomplete Grades:

An incomplete (I) grade will be given only in cases in which course work could not be completed because of illness or for a cause judged unavoidable by the instructor. Failure to complete regular course work by the end of the semester will not be reason for giving a grade of Incomplete (I). When a faculty member approves a grade of (I) Incomplete, he or she: will enter on PiratesNet an incomplete and the in-lieu grade that will be recorded if the student does not make up the work in the allotted time; will enter on PiratesNet the date on which the incomplete grade will end and the in lieu grade will be awarded; will submit to the Enrollment Services Office a written record (on the Incomplete Form provided) of the conditions for removal of the (I) grade and the grade to be assigned if the work is not completed; will send notification via email to the student using the college-issued student email outlining the work to be completed and timeline; will write the student's grade when all work has been completed on the Incomplete Form in the Enrollment Services Office at least five business days prior to the expiration date of the incomplete grade.

I have reviewed the conditions with the student and notified him/her in writing via email as outlined in policy stated above.

Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> COMPLETED	Instructor Signature: _____ Date: _____
<input type="checkbox"/> DID NOT COMPLETE	Grade Awarded: _____
	Staff Initials: _____ Date: _____