



Incomplete Grade Request

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

To be Completed by the Student:

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

Student ID: w _____ Phone Number: _____ Birthdate: _____

Course Information:

Instructor Name: _____ Term/Year: _____

Course Name and Number: _____ Section Number: _____

Reason for Incomplete Grade:

Extenuating Circumstances (Verified accidents, serious illness or other circumstances beyond the control of the student.)

Cause judged unavoidable by the instructor

Describe reason:

Assignments/Exams to be completed: *(Please include due dates for each assignment/exam)*

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.

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

Completed _____ Did NOT complete _____ Grade Awarded: _____ Instructor Signature: _____

Staff Initials: _____ Date: _____

11/2024_SJB