



Incomplete Grade Form

An Incomplete grade (I) may be assigned by instructor when a student is making satisfactory progress in a course but, due to circumstances beyond the student's control (e.g., serious illness, family emergency), is unable to complete required coursework within the term.

Return completed form to the Miles Community College Vice President of Academic Affairs Office **Room 209**
2715 Dickinson • Miles City, MT 59301

MCC Student Name and Semester Information:

Student's Name _____

Student ID _____ Phone Number _____

Email Address _____

Course Name _____ Instructor Name _____

Semester/Year : Fall Spring Summer Year _____

Reason for Request (please check all that apply):

Family Emergency Serious Illness Military Other

Explanation (Must be provided for any checked reasons):

Last Date of Attendance: _____

Remaining Coursework:

| Assignment/Test | Deadline | Evaluation Criteria |
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Requirements/Additional Notes:

- Upon submission of the work, the instructor will evaluate and submit a Grade Change Form, changing the "I" to the appropriate final grade (A–F). The original Grade Change Form is submitted to the Registrar and a copy will be stapled to this form and reside with the Vice President of Academic Affairs.
- If the student fails to complete the coursework by the deadline, the grade will automatically convert to an F.
- Students may not re-enroll in the same course until the Incomplete grade has been resolved.
- Instructors unavailable to complete the grade change must notify the Vice President of Academic Affairs

Student Signature _____

Instructor's Signature _____

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|---|-----------------------|
| Last Date to Complete(8-wks after EOT): _____ | VPAA Signature: _____ |
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