

# INCOMPLETE GRADE FORM



**MIDDLESEX**  
Community College

***This form should be retained by the instructor for a minimum of 60 days.***

*Note:* The grade "I" or Incomplete is recorded when, for reasons beyond the student's control, the student misses a final examination or some part of the required coursework. No quality points are awarded for an Incomplete. All "I" grades must be removed by completing necessary course requirements within the following semester. After that period, remaining incomplete grades will be converted to a grade of "F."

## Student Information

Name: \_\_\_\_\_ A #: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Street City/Town State Zip

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Course: \_\_\_\_\_ Term: 2020  Spring  Minimester II  
CRN # Subject # Section # Year

Instructor's Name: \_\_\_\_\_

## To be completed by the instructor

Reason for Incomplete Grade: \_\_\_\_\_

To date, the student has completed \_\_\_\_\_% with an average of \_\_\_\_\_ for the portion of work completed.

If the student fails to complete the **missing work** by [date] \_\_\_\_\_, the **final grade** to be recorded is \_\_\_\_\_.

Assignment(s) to be completed:

*Requirement*

*Deadline*

<i>Requirement</i>	<i>Deadline</i>
_____	_____
_____	_____
_____	_____
_____	_____

I have been in contact with the student regarding the 'I' grade for this course.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_