INCOMPLETE (I) GRADES

An "I" grade (incomplete) is given at the discretion of the instructor and allows a student an additional 30 calendar days from the date of the final examination to complete all course requirements. A student receiving an "I" grade has a responsibility to consult his or her instructor; and the instructor has a reciprocal responsibility to present an opportunity for the student to complete course requirements. The instructor must complete an official Incomplete Grade Form and submit it to the Registrar. The form should outline what assignments need to be completed by the deadline and also include contact information for the instructor for the 30-day period. If at the end of the 30-day extension no passing grade is submitted to the MWCC Records Office by the instructor, the "I" grade will automatically be recorded on the student’s transcript as an F. Students who receive an incomplete grade will be administratively withdrawn from classes in the next semester/cycle that require completion of the course as a prerequisite. Only students who are failing a course are eligible for an incomplete grade. In cases where students are eligible for a grade higher than an “F”, then the instructor may agree to accept work after the end of the semester and submit a grade change form should the student earn a higher grade. See Grades policy for more details.