

## INCOMPLETE (I) GRADES

An "I" grade (incomplete) is given at the discretion of the instructor and allows a student up to two weeks prior to the end of the following semester (including fall, spring and summer, which will be posted on the academic calendar for the following semester) to complete missing work. Instructors may set any due date for missing work prior to the incomplete deadline. A student receiving an "I" grade has a responsibility to consult their 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 the student must sign the form to be eligible to receive an Incomplete grade. The form should outline what assignments need to be completed, the due date to submit the work if sooner than the Incomplete deadline, and the contact information for the Instructor. If at the end of the Incomplete deadline, 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be recorded on the student's transcript as an F. Students who receive an incomplete grade will be administratively withdrawn from classes in the next semester/cycle that require completion of the course as a prerequisite.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. Students who fail to sign the Incomplete Grade Form will receive an F. In cases where students are eligible for a grade higher than an "F", the instructor should not issue an incomplete grade. However, instructors 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.