

Incomplete grades may be assigned in keeping with Academic Regulation 6.4. Incomplete forms are initiated by the faculty member, and require signatures from the student (if possible) and the appropriate dean or designee. Within two weeks of the final grade deadline, incomplete forms are submitted to the Office of Records and Registration for processing. For incomplete "I" grades, spring and summer coursework must be completed by the fourth week of the fall semester; fall and winter coursework must be completed by the fourth week of the spring semester. For incomplete due to crisis "IC" grades, coursework for Spring 2021 and beyond must be completed by these same deadlines. **Note: This process will delay graduation in the applicable semester/term.**

Last Name: _____ First Name: _____ M-Number: _____

Student's MC e-mail address: _____

In keeping with Academic Regulation 6.4, I request an "I" or "IC" grade while I complete the course requirements for the following course:

CRN: _____ Course Number: _____ Course Title: _____

Semester and Year: _____ Campus (DL must specify home campus): _____

Reason for Request: _____

(or other) _____

Student Signature

Date

FACULTY SUPPORT

I am submitting this form and understand a final grade must be submitted to the Office of Records and Registration by the fourth week of the next full semester for incomplete grades (I) and for incomplete grades due to crisis (IC). I have discussed the outstanding course requirements and deadlines with the student: Yes No

Deadline to complete remaining coursework: _____

List of outstanding course requirements: _____

Instructor's MC e-mail address: _____

Instructor Signature

Date

☐ Check if this is an EXTENSION to a previously requested
"I" or "IC" grade

Dean or Department Chair/Designee Signature

Date

Office Use Only (Initial/Date)