



INCOMPLETE GRADE FORM

Student (please print): _____

Student ID: _____

Course/Section (please print): _____ **Year:** _____

Semester: _____

Instructor (please print): _____

Subsequent to the rules set forth in the JCC Catalog, and reprinted below, I have issued an Incomplete Grade to you. Your work is of passing quality, but of insufficient quantity to complete the course objectives.

Your coursework must be completed on or before: _____

If your course work is not completed by the above specified date, this agreement authorizes the Registrar to verify your final grade as: * _____

***(This grade is the grade earned prior to allowing for the additional work to be completed.)**

Work to be completed:

Student signature: _____ **Date:** _____

(Student signature is preferred but not required to implement the "Incomplete grade" designation)

Instructor signature: _____ **Date:** _____

I – Incomplete: The incomplete grade is designed for students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an "I" if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next semester, or within a shorter period of time as determined to by the instructor. If the student does not complete the course within the designated time period, the Registrar will replace the "I" grade with the earned grade as assigned by the instructor. It should be noted that even though a grade of "I" does not affect a student's GPA, it does affect financial aid and earned credits and will not count toward program completion.

The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that was not completed before the end of the semester. Students may not redo work that was previously graded.

Please submit Incomplete Grade Form to the Registrar.