DIRECTIONS FOR
INCOMPLETE GRADE PROCESS

In order to qualify for an Incomplete you must have:

- An extenuating circumstance (i.e. medical, military, natural disaster, urgent family matter, etc.) that prevents you from completing the coursework in the allotted time.
- Completed 50% of work graded at 60% or higher (70% or higher for students on probation.)
- A completed Incomplete Grade Request Form.
- Supporting documentation (highly suggested)

Deadline

The Incomplete Grade Request Form and any supporting documentation must be submitted directly to your instructor by the last Friday of the last week of class.
Incomplete Grade Request Form

Student Information

Name: __________________________  Student ID: __________________________

Campus:  □ Online  □ Other  Advisor: __________________________

Course Information

Term: __________  Year: ______  Course Name and Number: __________________________

Instructor Name: __________________________________________

Assignments Missing: __________________________________________

Reason for Request: __________________________________________

Supporting Documents Attached:  □ Yes  □ No

Incomplete Begins: __________  Incomplete Ends: __________

Student Signature  Date

Instructor’s Signature  Date

Decision Summary: (To be completed by MJJ Registrar Office Staff)

□ Approved  □ Denied

Reason: __________________________________________

Registrar’s Signature  Date

V.2013-10