



Adrian College

INCOMPLETE GRADE FORM

Student No.

Last Name

First Name

Semester/Year

Course No./Sec.

Course Title

Reason for Incomplete Grade:

1. The work yet to be completed is described as follows: (attach additional information or revised syllabus as desired)

2. The student's work prior to the "I" was at the _____ grade level.

3. The expected deadline for all student work to be turned in to the instructor is: _____

4. The above information has been communication to the student via: _____ (email, in-person meeting, etc.)

Date Submitted

Faculty Signature

Date Received

Registrar's Signature

Grade Change Policy

Any grade change, other than makeup of an "I" (Incomplete), must be made within 30 calendar days of the first day of classes in the next regular semester. A grade change must be reported in writing by the instructor. All grade changes are subject to review by the Academic Status Review Committee.

Grades

The grading system is as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NC, I and W. (A plus or minus attached to a grade indicates achievement slightly above or below the grade level as described below.)

A - indicates work of superior quality, showing originality, constructive thinking or special ability in handling the subject.

B - indicates work distinctly above average in quality and thoroughness and marks a maximum fulfillment of the requirements of the course.

C - indicates a faithful and creditable fulfillment of the requirements of the course to a minimum standard.

D - indicates barely passing work.

F - indicates failure.

NC - indicates no credit; applies only to English 101, MLC 180-181 and Math 099.

I - indicates incomplete work at the time the final grade is due. **This grade is given only for absences from class or examination because of illness or other emergency during a considerable part of the semester or at the end of the semester and for laboratory experiments, internships or education field assignments scheduled for completion after the grading period.** It is not given for work that is below passing or for failure to submit work on time through negligence. It is given only when the student intends to complete the course within the prescribed time limit. An "I" will be removed upon completion of the work specified by the instructor. All Incompletes must be resolved and reported to the Registrar's Office no later than the day on which final grades are due for the first regular semester following the assignment of the incomplete. Failure to remove the incomplete by the specified time will result in computing the grade of the work not completed as an F.

W - indicates withdrawal from class. This grade does not count in computing the grade point average and will not be accepted by the Registrar after 5 p.m. on the seventh class day after publication of mid-semester grades.