



REPORT OF INCOMPLETE GRADE

This form must accompany the submission of an incomplete grade when grades are submitted (electronically or via grade sheets) to the Records Office. An electronic version of this form is available in Outlook Public

Folders/BCC Forms.

PRESS THE TAB KEY TO MOVE FROM ONE AREA TO THE NEXT.

First Name:	_____	Last Name:	_____
Student ID:	_____	Semester/Year:	_____
Course No. & Section:	_____	Course Title:	_____

a. **Statement of Incomplete Work:** This student did not successfully complete the requirements of my course due to illness, accident or other unavoidable circumstances and has, therefore, been given an incomplete grade for the semester noted. The student must complete the following work in order to receive another grade. (Please list missing assignments.)
 Student needs to revise portfolio with a faculty tutor to meet portfolio committee expectations.

b. Numerical grade earned by the student on all work already completed: N/A

c. Weight to be given make-up work in determining final grade (% of total grade): N/A

d. If work is not made up, the registrar will record this grade:

(A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F):

Note: Development courses have a separate grading system which utilizes double letters. These grades are not reflected in the student's total GPA. The following courses are designated as developmental:

CHM 090; ENG 090; ESL 012, 013, 014, 015; MTH 011, 021, 031, RDG 070, 080, 090.

The following grades are acceptable for developmental courses only:

(AA, AB, BA, BB, BC, CB, CC, CD, DC, DD, DF, and FF)

Instructor's Name: (Please Print) _____

 Signature of Instructor

Date: _____

Bristol Community College Incomplete Grade Policy:

The mark of an Incomplete "I" is given to a student if work in a class is unfinished because of illness, accident, or other unavoidable absence.

An Instructor must submit a "Report of Incomplete Grade" form for each "I" grade assigned. The student must arrange with the instructor or divisional dean in the instructor's absence, to make up the deficiency. The arrangements should be made no later than the end of the third week of the semester following the receipt of the Incomplete.

To receive credit for the course, the student must complete and turn in the missing work by the last day of class of the semester which follows the semester in which the "I" was received, unless other arrangements have been agreed upon by the student and instructor. This policy will be applied regardless of whether the student is then enrolled at BCC.

If the work is not completed, the "I" grade will convert to the grade specified by the instructor on the "Report of Incomplete Grade Form." **If no form has been submitted, the grade will be converted to an "F."**

Distribution: Registrar
 Student