Middlebury Institute *of* International Studies at Monterey

Change of Grade of Incomplete

1. The instructor submits a grade of Incomplete to the Records Office, accompanied by a written agreement with the student regarding the work to be completed and the deadline for completion. (This deadline should be as early as possible and may under no circumstances exceed one calendar year.)

2. An "I" that is not changed by this procedure becomes a permanent grade on the student's transcript. In this case, the "I" is not used to calculate the Grade Point Average.

Student:_____ID #_____

Course Number:_____Course Title:_____

Term:_____Year:_____ Grade**:** OLD_____NEW_____

Reason for change:_____

For changes of Incompletes, date the work was completed:_____

Instructor:_____ _____ _____
Signature Print Name Date

Received in Records Office:_____Grade Recorded:_____

https://www.middlebury.edu/handbook/pages/iv-policies-for-the-institute/a-academic-policies/