



Middlebury Institute of International Studies at Monterey

Petition to Change a Grade of Incomplete

NOTE: This form is used only for grades of incomplete received for fall semester 2000 and after.

Procedure:

1. The student completes this form and takes it to the instructor at the time the student submits all completed class work.
2. The instructor signs this petition verifying that all work has been received.
3. The student submits this completed and signed form to the Records Office **WITHIN ONE CALENDAR YEAR** of the end of the term in which the incomplete grade was assigned. Or the agreed upon time frame in the written agreement if less than one year.
4. The student's obligation is now complete. The instructor evaluates the completed work as soon after its submission as possible. The instructor shall complete a Change of Grade form, submitting it first to his or her dean for approval. After verifying that the request satisfies legitimate criteria, the dean shall submit the Change of Grade to the Records Office to replace the "I" with the appropriate grade.

Student's name (print) _____ ID# _____

Course in which incomplete grade was received:

Course letters & number: _____ Title: _____

Semester: _____ Year: _____

SIGNATURE of Instructor:

I have received all required work for the above-named course.

Signature: _____ Print name: _____

Date signed: _____

The student is responsible for submitting this form to Records by the deadline stated in #3 above.

See Policy and Standards Manual §5.5 <http://www.miis.edu/offices/records/policies>