



# 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

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Received in Records Office: \_\_\_\_\_ Grade Recorded: \_\_\_\_\_

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