

Student Identification

Student Full Name:

Student ID:

Instructions

The Instructor must complete this form and send it to the MCC Records Office

The following policy requirements must be met for an instructor to consider assigning the grade of "I":

- 1) The student's inability to complete the course is due to extenuating circumstances,
- 2) A minimum of 75% of the course must have been satisfactorily completed, and,
- 3) The Instructor must have determined that the student has reasonable chance of satisfactorily completing the remainder of the course.

Instructor Name:

Term and Year	Course Prefix & Number	Course Title

Course Requirements

List the work the student must complete before a grade can be assigned. Be specific so that in the event that you are not here to evaluate the student's completion of work, the Instructional Dean or the Vice President of Instruction can do so appropriately. Include relevant attachments such as tests or other graded activities, keys or other activity grading criteria, course syllabus, or other course grade criteria, etc. Attach additional items as necessary.

Requirement(s)	Completion Deadline

Completion Date

Course must be completed before the end of the next semester, excluding summer, or by an earlier deadline specified by the instructor. If the coursework is not completed, the grade will automatically become an "F" (or "U" if course is S/U grade type).

Grade Finalization

When course work has been completed by the student, the instructor must fill out a Grade Change Authorization form and submit it to the Records Office. If the Grade Change Authorization Form is not submitted by the completion date, a grade of "F" will be automatically assigned by the Records Office.

Approvals

Student Signature:		Date:	
Instructor Signature:		Date:	

RETURN INFORMATION

Return complete, signed, printed form, to:

Morgan Community College
Student Services Records Office
920 Barlow Road Fort Morgan, CO 80701
FAX 970-542-3114 Student.Services@MorganCC.edu