

**RECORDS OFFICE
MARIETTA COLLEGE**

Final Grade of Incomplete
_____ Semester _____ Year

STUDENT NAME _____
LAST FIRST MI

COURSE _____
DEPT. NO. SECTION

REASON FOR GRADE OF INCOMPLETE:

___ Student did not finish work in the course due to reasons
beyond his or her control. Predicted Grade _____
Please provide brief explanation:

___ This is the first semester of a two-semester course.

I am aware that the incomplete grade "I" must be removed prior to mid-semester of the following semester or it will automatically become a grade of "F." At the written request of the instructor, the time limit may be extended to the end of the following semester. Further extensions require specific approval of the Academic Standards Committee. However, if an expiration date for the incomplete was entered during online grade submission, you need not request an extension unless you wish to continue the incomplete beyond the initial expiration date.

_____ Instructor's signature

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