

QUINSIGAMOND COMMUNITY COLLEGE
670 WEST BOYLSTON STREET
WORCESTER, MA 01606-2092
OFFICE OF THE REGISTRAR

**IN PROGRESS – INCOMPLETE
GRADE FORM**

TO: REGISTRAR'S OFFICE

FROM: PROFESSOR _____ - (_____)
Print Name *Signature*

DATE: ____ / ____ / ____

FALL SEMESTER _____ INTERSESSION _____
 SPRING SEMESTER _____ SUMMER SESSION _____

The "I" (In Progress/Incomplete) Grade is being awarded to:

<i>Student I.D. #</i>	<input type="text"/>	<i>Social Security #</i>	<input type="text"/>
<i>Print Name</i>	<input type="text"/>		
	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>

The "I" (In Progress/Incomplete) Grade is being awarded to the above student in the following course:

<i>Course Number</i>	<i>Course Title:</i>
<input type="text"/>	<input type="text"/>

The "I" (In Progress/Incomplete) Grade is being awarded as a result of the student not having completed the requirements for passing the course.

In order to receive credit for this course, the student MUST: (please check box #1 or box #2)	
1.	<input type="checkbox"/> <i>Complete the following assignments by the end of the 12th week of the following full semester.</i>
	(A) _____
	(B) _____
	(C) _____
2.	<input type="checkbox"/> <i>Repeat the course within the following year.</i>

Complete this section ONLY if this course is a sequential course.

<input type="checkbox"/>	<input type="checkbox"/>	I recommend this student continue in the next course in the sequence.
<i>Yes</i>	<i>No</i>	_____
<i>Instructor's Signature</i>		

Failure to complete the course requirements as indicated above will result in the course grade of "I" converting to a grade of "F".