

## Student Request for Grade of Incomplete

**College Policy:** The Incomplete grade may be awarded to students who have not completed all of the required course work but for whom there is a reasonable expectation of satisfactory completion. A student who is otherwise in good standing in a course –defined as complying with the college attendance policy and maintaining a passing average—but who has not completed at most two major assignments or examinations by the end of the course may request an incomplete grade. To be eligible, such a student must provide, before the instructor submits grades for the course, a documented reason, satisfying to the instructor, for not having completed the assignment on time.

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**Student's Name requesting Incomplete**

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**last 4 digits SS#**

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**Course Code and Section**

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**Course Title**

**Reason for requesting Incomplete:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Work that needs to be completed in order for the Incomplete to be changed to a Letter grade:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The student understands that the specific work stated above may be completed by:**

\_\_\_\_\_ (write in date).

**The student also understands that if the agreed upon work is not completed by this date, at the end of the following semester in which the Incomplete Grade is being requested, the Incomplete Grade will automatically convert to a FIN ( F \_ Incomplete).**

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**Student's Name (Please Print)**

**Indicating Agreement of the Above Terms**

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**Student's Signature**

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**Professor's Name (Please Print)**

**Indicating Agreement of the Above Terms**

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**Professor's Signature**

**Date of this agreement:** \_\_\_\_\_

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Instructor  
White

Student  
Yellow

Department  
Pink

Registrar  
Gold