

Office of the Registrar - Division of Student Affairs

Student Request for a Grade of Incomplete (INC)

Community College

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's 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, satisfactory to the instructor, for not having completed the assignment on time.

PLEASE PRINT CLEARLY	
	Student's CUNYfirst EMPL ID#
Student's Last Name	Student's First Name
COURSE CODE & SECTION & CUNYfirst Registrations (Example MAT201.1655 19507)	# COURSE SECTION CUNYfirst #
WHEN WAS THE COURSE TAKEN: Fall Spring Year: 20 Session I Session II Reason for requesting Incomplete:	
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 must be completed by:/ The student also understands that if the agreed upon work is not completed by this date, the Incomplete Grade will automatically convert to a FIN (F Incomplete) at the end of the following semester in which the Incomplete Grade is being requested.	
I hereby certify that: I read, fully understand and accept the above statements.	
Student's Name (Please Print)	Student's Signature
Instructor's Name (Please Print)	Instructor's Signature
Effective Date of this Agreement:/	
Office use only	
Processed by:	Date:/

The City University of New York

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