

Please see the policy on Incomplete Grades in the current College Catalog.

Today's Date: _____

Print Student Name _____

Course Number/Name. _____

Print Instructor Name. _____

Semester of enrollment in course: ☐ Fall. ☐ Spring _____ (year)

Reason for student's request for the Incomplete Grade:

Items to be submitted:

(attach a list of all assignments to be completed)

Due Date for all materials: _____

Method to Submit Assignments to Instructor: ☐ Email ☐ Moodle

- Upon the Due Date, the instructor will calculate the course grade for the student based on work has been submitted in conjunction with grades earned in the course during the semester.
- The instructor shall submit a grade change form to the Vice President for Academic Advancement within 48 hours of the Due Date.
- If no work is submitted by the due date, the Incomplete "I" grade will change to an "F" grade on the student's permanent record.

Student's Signature

Date

Instructor's Signature

Date

Office use Only:

- ☐ VP Academic Advancement Approval
- ☐ Registrar – change of grade
- ☐ Notify Financial Aid