

Quinebaug Valley Community College
Assignment of an Incomplete

Name of Student _____

Student Banner ID Number: @_____

Name of Faculty Member _____

CRN: _____ Subject: _____ Number: L _____ Section: _____ Term: _____ Year _____

Policy

An Incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the requirements of a course within the regular semester, and who has received a written time extension from the faculty member. The course work must be completed by the end of the tenth week of the next standard semester, and the Incomplete converted to a letter grade, or it automatically converts to the grade of _____ **(Faculty Member Must Indicate)**.

Requirements

In order to complete the course requirements, the student must (attach additional pages if needed):

(Optional) The student has already completed the following assignments and tests and earned the following grades:

Faculty Member's Signature _____ Date _____

Student's Signature _____ Date _____

Academic Dean's Signature _____ Date _____

Copies: Student, Dean of Learning & Student Development, Registrar.
Faculty member retains original signed copy.