

AWARDING of INCOMPLETE (I) GRADE

Incomplete (I) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency, or authorized absence. The student is responsible for making arrangements to complete the work within the time limit set by the instructor. A Grade Change Request will be submitted by the instructor upon completion of missing coursework. If no Grade Change Request is submitted within the time specified by college procedure 5-09D, the Incomplete (I) will automatically convert to an E. An incomplete Grade "I" can only be replaced with a standard A-E letter grade. Prior approval from Department Chair and Dean is required.

Name of Student: \_\_\_\_\_  
Last First Middle

Cougar ID# \_\_\_\_\_ Course: \_\_\_\_\_ Section: \_\_\_\_\_ Semester: \_\_\_\_\_

Is this student a CCP student? \_\_\_\_\_

Reason for grade of Incomplete: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of work missed (Final exam, unit exam, project, clinical/classroom hours, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Date of discussion with student: \_\_\_\_\_

Dates whereby the grade of Incomplete (I) will convert to an E if the missing work has not been satisfactorily completed in the specified time (select one).

- Spring Semester 2022 - July 10, 2022
- Summer Semester 2022 - October 9, 2022
- Autumn Semester 2022 - February 26, 2023

Students: By my signature below, I verify that I understand the procedure and dates outlined above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

Office use only
_____ Chairperson Signature/Date
_____ Dean Signature/Date