

# NEW RIVER COMMUNITY COLLEGE

## Incomplete "I" Grade Form

This form must be turned in to the Admissions and Records Office by the end of the current semester for every incomplete "I" grade assigned.

Student's Name \_\_\_\_\_ ID Number \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_

Reason for giving grade of incomplete \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of incomplete work to be completed (not to exceed 20%) \_\_\_\_\_

Work to be completed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Default grade (if work is not completed by deadline) *B C D F*  
*Developmental courses S U*

Deadline work must be completed (no later than the end of next semester) \_\_\_\_\_

1. The work to be made-up must be discussed with the student and he/she should be informed that the work must be completed no later than the end of the next semester.
2. The instructor issuing a grade of an "I" must submit a change of grade form to Admissions and Records when the work is completed.
3. The "I" grade will convert to the default grade at the end of the next semester (including summer semester) if the work is not completed.
4. Students who are planning to graduate and receive an "I" grade should be aware that this may change their graduation date.

Signatures:

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Note: The instructor should give a copy of the form to the student.