

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.