NIAGARA COUNTY COMMUNITY COLLEGE **REGISTRATION & RECORDS**
REQUEST FOR INCOMPLETE GRADE **A201**

A student who requests an Incomplete grade (I) is required to arrange for completion of the coursework with his or her instructor. The maximum time for the change of an I grade to a performance grade is determined by the instructor, **but shall not exceed one academic year.** The Registration & Records Office will inform the instructor and student of the approach of the one year deadline. Students will be sent notification to the address last known on file. If a change of grade is NOT made by the instructor prior to the deadline, the I grade will automatically be converted to an F grade.

Student Name_____ SSN or Student ID#_____

Date_____ Term/Year Spring 20_____
Summer 20_____
Fall 20_____

CRN#_____Course prefix_____ Number_____ Section_____ Instructor_____

Grade of Incomplete may be given under the following terms and conditions:
1. Student requests the Incomplete grade;
2. A majority of the coursework has been completed;
3. Completion of course was not possible due to circumstances beyond the student's control;
4. The student can complete the work independently.

Faculty member: Specify requirements to be successfully completed by the student prior to the removal of the Incomplete grade.
1.
2.
3.
Deadline for completion:
Upon completion of the above by the stated deadline, faculty member agrees to submit a change of grade form to the Registration & Records Office (A201).

Student: I understand the following
a) A grade of Incomplete (I) will not factor into calculations of GPA, but may impact academic progress and/or financial aid.
b) **The Incomplete (I) is not a permanent grade. If above coursework is not completed by deadline or a change of grade form is not submitted by the faculty member, it will automatically convert to a grade of F (Fail) at the completion of one-year.** For example, if Incomplete is granted for Fall and a change of grade is not received, the I will convert to an F grade at the end of the subsequent Fall semester.
c) An Incomplete may be changed to a performance grade ONLY upon submission of a change of grade from the faculty member to the Registration & Records Office within a one-year timeframe.

After the Incomplete is granted, should the faculty member no longer be available to assist the student in fulfilling course obligations, the matter will be resolved by the program coordinator/division chairperson.

_____ _____
Student signature* Faculty signature

*If student is unavailable to sign, the faculty member may sign this form on his/her behalf. The mode of communication should be indicated (i.e., phone conversation, email, etc.)

Distribution: Orig – Registrar Copy1-Instructor Copy2-Student