



**REQUEST FOR INCOMPLETE GRADE**

Part I – TO BE COMPLETED BY STUDENT (bring form to instructor to complete Part II)

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Current address \_\_\_\_\_

Current phone # \_\_\_\_\_ Date of request \_\_\_\_\_

Course # & section \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_

Reason for request (if medical, a doctor's note must accompany this request)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Course work must be completed no later than the end of the 8<sup>th</sup> week after the last day of exams for the semester in which you were enrolled in the above course. If the Advising & Registration Center is not notified of a permanent grade the incomplete will be converted to a grade of "F" after the 8<sup>th</sup> week. Please refer to *The Rudder* for the entire college policy regarding incomplete work.

I understand the Champlain College policy regarding incomplete work and I understand my instructor's expectations regarding the completion of the remaining course requirements outlined below.

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

\_\_\_\_\_  
Date

Part II – TO BE COMPLETED BY INSTRUCTOR

Advising & Registration Center: please assign the above student a grade of "I" for the course indicated. A timetable for completion of course requirements is indicated below.

\_\_\_\_\_  
Course Requirement Due Date

\_\_\_\_\_  
Course Requirement Due Date

\_\_\_\_\_  
Course Requirement Due Date

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

\_\_\_\_\_  
Date