



INCOMPLETE GRADE FORM

Term _____

Academic Year _____

Student's Name _____

Address _____ Phone No. _____

_____ Lakeland ID _____

Course Title: _____ CRN No. _____

Course requirements to be completed: _____

Incomplete grade "I" entered on grade list for student: yes no

INCOMPLETE GRADE

An Incomplete grade may be requested by a student who is progressing satisfactorily in a course but, for reasons beyond his control (e.g., illness, employment, death in the family), has not completed all requirements for the course when final grades are submitted by the instructor. An Incomplete grade may not be used to allow a student extra time to avoid failing a course.

During the fall, and spring terms, the student may submit an Incomplete grade request on an Incomplete Grade Form to the instructor by the end of the sixteenth week of the term, but no earlier than the thirteenth week. During the summer term, alternative schedules govern the Incomplete grade request process. In five-week summer terms, the student may submit an Incomplete grade request in the third or fourth week; in eight-week summer terms, the student may submit the Incomplete grade request in the sixth, seventh, or eighth week. Forms are available from the College Registrar's Office. If the instructor approves the request, he will forward

the form to the Registrar's Office for inclusion in the student's personal record. The Registrar's Office will forward copies to the student, the instructor, and the appropriate division dean.

The student must complete all conditions established by the instructor, as listed on the Incomplete Grade Form, by the end of the following academic term. (A student receiving an Incomplete grade at the end of spring or summer term must complete all conditions by the end of the following fall term.) Upon the student's completion of these conditions, the instructor will change the Incomplete grade to the earned final grade. If the student fails to complete the necessary conditions within the prescribed time limit, the Incomplete grade will automatically be changed to an "F" grade on the student's record.

Division deans are authorized to convert an Incomplete grade into a final grade in cases where instructors have severed connections with the College.

Student Signature _____ Date _____

Instructor Signature _____ Date _____