Capital Community College

Name of Student__________________________________________

Student Banner ID Number @________________________________

Name of Faculty Member____________________________________

Course Number/Section_________________________Term__________

Policy
An Incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the requirements of a course within the regular semester, and who has received a written time extension from the faculty member. The course work must be completed by the end of the tenth week of the next standard semester, and the Incomplete converted to a letter grade, or it automatically converts to the grade of F.

Requirements
In order to complete the course requirements, the student must submit the following:

(Optional) The student has already completed the following assignments and tests and earned the following grades:

________________________________________________________

Faculty Member’s Signature______________________________

Student’s Signature______________________________________

Academic Dean’s Signature_______________________________

Date signed___________________________________________

Copies: Student, Academic Dean
Faculty member retains the original signed copy of this agreement