

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