

_____ Date

NEW RIVER COMMUNITY COLLEGE

THIS FORM MUST ACCOMPANY ANY GRADE CARD SHOWING
A GRADE OF "INCOMPLETE."

_____	Name	_____	Empl ID #
_____	Course No.	Name of Course	Sec. No. Credit. Hr.
_____	_____	_____	_____

Reason for giving grade of "Incomplete:" _____

Grade on Completed Material: _____

Relative Weight of Incomplete Work: _____
(May not exceed 20%)

Recommend Next Course in Sequence: _____ Yes _____ No

Signatures:

Instructor

Dean of Appropriate Division

1. This form must accompany each "Incomplete" grade given.
2. The work to be made-up must be discussed with the student and he/she should be informed that the work must be completed by the end of the next semester.
3. Get signature of the appropriate division dean.
4. This form will remain in the division dean's office.
5. The instructor issuing a grade of "I" or the division dean may request this form and submit a change of grade form. NOTE: THE "I" CONVERTS TO AN "F" AT THE END OF THE NEXT SEMESTER IF THE WORK IS NOT COMPLETED.