NEW RIVER COMMUNITY COLLEGE

Incomplete "I" Grade Form

This form must be turned in to the Admissions and Records Office by the end of the current semester for every incomplete "I" grade assigned.	
Student's Name	ID Number
Course	Semester
Reason for giving grade of incomplete	
Percentage of incomplete work to be completed (not to exceed 20%)	
Work to be completed	
Default grade (if work is not completed by deadline) <i>B C D F</i> <i>Developmental courses S U</i>	
Deadline work must be completed (no later than the end of next semester)	
 The work to be made-up must be discussed with the student and he/she should be informed that the work must be completed no later than the end of the next semester. 	
2. The instructor issuing a grade of an "I" must submit a change of grade form to Admissions and Records when the work is	
completed. 3. The "I" grade will convert to the default grade at the end of the next semester (including summer semester) if the work is not	
completed. 4. Students who are planning to graduate and receive an "I" grade should be aware that this may change their graduation date.	
Signatures:	
Instructor	Date
Student	Date
Note: The instructor should give a copy of the form to the student.	