**NEW RIVER COMMUNITY COLLEGE**

**THIS FORM MUST ACCOMPANY ANY GRADE CARD SHOWING A GRADE OF “INCOMPLETE.”**

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course No.</td>
<td>Name of Course</td>
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</tbody>
</table>

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.**

Revised 12/2005