RICHARD BLAND COLLEGE
APPLICATION FOR TEMPORARY GRADE OF INCOMPLETE

NOTE TO STUDENT: A temporary grade of INCOMPLETE may be issued, with the consent of the course instructor, if for a valid reason the student is unable to complete all course requirements before the end of a semester or term. Requirements must be completed before the course-drop deadline in the following semester. Otherwise, the INCOMPLETE grade will become an “F” in the student’s academic record. (Summer course requirements must be completed before the course-drop deadline in the following Fall semester.) AN APPROVED COPY OF THIS FORM MUST ACCOMPANY THE COMPLETED COURSE WORK when it is turned in to the instructor.

PART I. (TO BE COMPLETED BY THE STUDENT REQUESTING THE GRADE OF INCOMPLETE.)

Student Name (Please PRINT CLEARLY) ____________________________________________________________

Student’s “R” Number ___________________ e-mail __________________________

Address ______________________________________________________

Telephone Number __________________________

Course Name, Number, Section, and CRN _______________________________________________________

Reason for INCOMPLETE grade request: _________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

PART II. (TO BE COMPLETED BY THE COURSE INSTRUCTOR)

A. ( ) Approved – Requirements must be completed by: ___________________________ Date work due to Instructor

( ) Disapproved (Sign below after checking here.)

B. List work to be completed: ____________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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Student’s Signature ___________________ Date ___________ Instructor’s Signature ___________________ Date ___________

Date received in Records & Registration Office __________________

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Original - Attach to Grade Sheet
Copies: Instructor

Student

Revised 8/15/2017