

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: _____

Student's Signature

Date

Instructor's Signature

Date

Date received in Records & Registration Office _____

Original - Attach to Grade Sheet

Copies: Instructor

Student