

### Report of Incomplete

Failure to complete the requirements of a course due to illness or other circumstances deemed acceptable by the instructor as beyond the control of the student may result in a grade of Incomplete (I). In order to receive an incomplete grade, this form must be filed in the Office of the Registrar with the signature of both the student and instructor. An incomplete grade will be changed to a standard letter grade by the instructor if the student completes the requirements of the course before the end of the next regular (fall or spring) semester or other grace period as established by the instructor. A grade of incomplete which has not been changed by the end of the grace period becomes an F. It is the student's responsibility to contact and make arrangements with the instructor for completing the course requirements. (<http://catalog.sunyacc.edu/regulations/incompletes>)

 Semester:  Summer     Fall     Winter     Spring    Year: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

**Course Information:**

CRN	Subject and Course Number	Credits

**Faculty and Student Agreement:**

Justification for assignment of incomplete (I) grade:

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Requirements to be completed to remove the incomplete grade:

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**Completion and Grading Information:**
 Option A: Student has until the end of the next regular semester (Fall/Spring) to complete the requirements listed above.

 Option B: The student will be required to complete the requirements listed above on or before (date) \_\_\_\_\_

Failure to comply with the terms of the above will result in a final grade of: \_\_\_\_\_

**Incomplete Acknowledgement and Agreement:** An incomplete grade will be changed to a standard letter grade by the instructor if the student completes the requirements of the course before the end of the next regular (fall or spring) semester or other grace period as established by the instructor. A grade of incomplete which has not been changed by the end of the grace period becomes an F. It is the student's responsibility to contact and make arrangements with the instructor for completing the course requirements.

The student and faculty signature's below indicate the agreement information and approval of the requirements outlined to complete the course named above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

 Picture ID attached if sent electronically

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

 Sent via SUNY Adirondack email account