

**INCOMPLETE GRADE FORM**

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*A grade of Incomplete may be recorded only when: 1) the student is in good standing in the course, 2) has already substantially completed the course requirements, 3) and is experiencing extenuating circumstances (illness, military service, death in the immediate family, personal or family hardship). Refer to the college policy for further information.*

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**STEP ONE:** Complete this section and send a copy to those listed below.  
**Keep the original until the course is complete.**

Student Name: \_\_\_\_\_ Academic Term: \_\_\_\_\_

Course Number and Name: \_\_\_\_\_  
Current Theory Grade: \_\_\_\_\_  
Current Clinical Grade: \_\_\_\_\_  
Current Course Grade: \_\_\_\_\_

Reason for Incomplete:

Plan for Completion:

Anticipated Date of Completion:

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**Copy to: Registrar, Student, Dean of Program, Student Advisor**

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**STEP TWO:** Upon completion of the course, complete this section and send the original to the Registrar. The Incomplete grade will be changed to the final course grade upon receipt of this form by Records and Registration

Date of Course Completion: \_\_\_\_\_  
Final Theory Grade: \_\_\_\_\_  
Final Clinical Grade: \_\_\_\_\_  
Final Course Grade: \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**Original to: Registrar**  
Copy to: Student, Dean of Program, Student Advisor

**Records and Registration Use Only**

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_