



COLLEGE CONNECTIONS INCOMPLETE FORM

The “I” grade is a student initiated grade subject to the approval of the instructor, taking into account the circumstances under which the incomplete is requested. The student must complete course requirements within a mutually agreed upon time, which may not exceed one calendar year. Failure to do so will result in an “F” grade

STUDENT J NUMBER		TODAY'S DATE	
LAST NAME		FIRST NAME	
EMAIL ADDRESS		PHONE NUMBER	
COURSE DISCIPLINE (ie: ENG, MAT, etc.)		COURSE NUMBER (ie: 1510)	
CRN		TERM/YEAR (ie: Spring 2020)	

Reason for Incomplete:

What must student do to resolve the incomplete?:

Date all work must be submitted by:

I understand if the work outlined above is not resolved by the agreed upon date that the incomplete grade will become an “F.”

STUDENT SIGNATURE: _____

INSTRUCTOR SIGNATURE: _____

INSTRUCTOR: NO GRADE SHOULD BE ENTERED FOR THE STUDENT IN BANNER.

Please send completed form to JadeBarber@mail.sunycc.edu.