

COLUMBUS STATE

COMMUNITY COLLEGE

AWARDING of INCOMPLETE (I) GRADE Form

Incomplete (I) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency, or authorized absence. The student is responsible for making arrangements to complete the work within the time limit set by the instructor. A Grade Change Request will be submitted by the instructor upon completion of missing coursework. If no Grade Change Request is submitted within the time specified by college procedure 5-09D, the Incomplete (I) will automatically convert to an E. An incomplete Grade "I" can only be replaced with a standard A-E letter grade. *Prior approval from Department Chair and Dean is required.*

Student Information

Last: _____ First: _____ Middle: _____

Cougar ID# _____ Course: _____ Section: _____ Semester: _____

Is this student a CCP student? Yes ____ No ____

Reason for grade of Incomplete:

Nature of work missed (Final exam, unit exam, project, clinical/classroom hours, etc.):

Date of discussion with student: _____

Dates whereby the grade of Incomplete (I) will convert to an E if the missing work has not been satisfactorily completed in the specified time (select one).

- | | |
|---|--|
| <input type="checkbox"/> Autumn Semester 2024 – February 23, 2025 | <input type="checkbox"/> Autumn Semester 2025 – March 1, 2026 |
| <input type="checkbox"/> Spring Semester 2025 – July 6, 2025 | <input type="checkbox"/> Spring Semester 2026 – July 12, 2026 |
| <input type="checkbox"/> Summer Semester 2025 – October 12, 2025 | <input type="checkbox"/> Summer Semester 2026 – October 11, 2026 |

By my signature below, I verify that I understand the procedure and dates outlined above.

Student Signature /Date

Instructor Signature / Date

Chairperson Signature / Date

Dean Signature / Date

CURRICULUM MANAGEMENT