

*Completed forms must be submitted to [ccc-registration-academic-history@ct.edu](mailto:ccc-registration-academic-history@ct.edu)  
by the last day of class for the term in which the incomplete grade is assigned.*

**Student Information:**

Student ID: @\_\_\_\_\_

Name (Last, First, Middle Initial): \_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_

Course Number/CRN: \_\_\_\_\_ Semester: \_\_\_\_\_

**Form Instructions**

A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the grade on the student's transcript will convert to the default grade indicated below.

**Default Grade:** \_\_\_\_\_ *(Faculty Member Must Indicate)*      **Last Date of Participation:** \_\_\_\_\_

**Requirements**

To complete the course requirements, the student must complete the following (attach additional pages if needed):

Faculty Member's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Dean of Students & Faculty Signature \_\_\_\_\_

Date Approved \_\_\_\_\_