

NAUGATUCK VALLEY COMMUNITY COLLEGE
Waterbury, Connecticut
Office of the Registrar
Assignment of an Incomplete

Name of Student: _____

Student Banner ID Number: _____

Name of Faculty Member (print): _____

Course Title: _____ *Semester/Year:* _____

Course Reference Number (CRN): _____

Policy

An Incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the requirements of a course within the regular semester. Faculty may require documentation to substantiate special circumstances. The course work must be completed by the end of the next standard semester. The Registrar will convert the Incomplete upon receipt of a Grade Change Notification Form. If no Grade Change form is received by the end of the next standard semester, the "I" will be converted to a grade of _____ (Faculty Member must indicate).

Reason for Incomplete (special circumstances):

Requirements:

In order to complete the course requirements, the student must (attach additional pages if needed):

Date Work Is To Be Completed: _____

(Optional) The student has already completed the following assignments and tests and earned the following grades:

Faculty Member's Signature _____ Date _____

Student's Signature _____ Date _____

Assoc. Dean/Director Signature _____ Date _____

Copies: Faculty Member, Academic Division Office, Student

Office of the Registrar retains the original signed copy of this agreement.

April 2016