

An Incomplete "I" is a temporary grade which may be given to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. See the academic catalog for the specific criteria for granting an Incomplete.

<b>Student Name</b>		<b>Last 4 of FTC ID#</b>	X	X	X	X	X	X						
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Please make sure the student understands that if the work is not completed **three weeks after the end of the semester**, a grade of **F-Failing** will be recorded for the course, which may impact the student's financial aid and/or academic standing.

<b>INSTRUCTOR (please complete this section):</b>		
Name:		
Course Code/Sect	Course Title	Last Date of Attendance
Criteria	✓	Notes/Explanation
The student's work to date is passing.	<input type="checkbox"/>	
Current Grade		
The student attended regularly for at least 60% of the semester.	<input type="checkbox"/>	
An illness or other extenuating circumstance legitimately prevents the student from completing required work by the due date.	<input type="checkbox"/>	Documentation attached? <input type="checkbox"/>
<b>Please detail the work required for the above student to earn a Final Grade (or attach document):</b>		

Instructor Signature	Date
Chair Signature	Date
Provost or Dean of Students Signature	Date