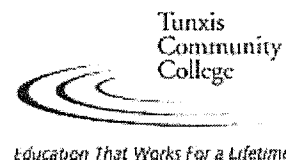


TUNXIS COMMUNITY COLLEGE

Assignment of an Incomplete



Name of Student _____

Student Banner ID Number _____

Name of Faculty Member _____

Course Number/Section _____ Term _____

Policy

For complete policy on the appropriate granting of an incomplete, see reverse side.

Upon completion of work by the student, the instructor is responsible for timely submission of a grade change form to the Records Office. The course work must be completed by the end of the tenth week of the next standard semester, and the Incomplete converted to a letter grade, or it automatically converts to the grade of _____ (*Faculty Member Must Indicate*).

Requirements

Students must initiate this request. A student must have completed at least 80% of the course to be eligible. In order to complete the course requirements, the student must (attach additional pages if needed):

Faculty Member's Signature _____

Student's Signature _____

Date signed _____

Copies: Student, Dean of Academic Affairs, Department Chair, Registrar
Faculty member retains the original signed copy of this agreement.