Arizona Western College

Notification of Incomplete Grade Status

Please print or type clearly and firmly.                                  Date_______________

Student Name________________________________________________ID#________________

(Last)                (First)

☐ Fall   ☐Spring   ☐Summer of ____________                  Section #___________

(Year)

Course Title ___________________________________________# of Credit Hours________

A grade of Incomplete is permissible only when the student has been unable to
complete assigned course work due to an illness or other reasons beyond his/her
control and is applicable only when the student would otherwise have had a
passing grade. The form must be submitted by the faculty member to the
appropriate offices.

A student receiving an incomplete has the responsibility of initiating the
procedure for completing the work. According to college policy, course work must
be completed during the following semester or a grade of “F” (if registered for
Grading System I), or “NC” (if registered for Grading System II), will be recorded
for the course.

Deficiencies to be corrected for credit to be awarded:   Date Due by: _____________________

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

_____________________________   ______________________________
Student Signature     Instructor Signature

Copy to Student      Copy to Division
Copy to Registrar’s Office     Copy to Faculty Member