

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 Registrar's Office

Copy to Division
Copy to Faculty Member