CT STATE
COMMUNITY COLLEGE

Incomplete Form

Completed forms must be submitted to ccc-registration-academic-history@ct.edu
by the last day of class for the term in which the incomplete grade is assigned.

Student Information:

Student ID: @_____

Name (Last, First, Middle Initial):_____

Name of Faculty Member:_____

Course Number/CRN:_____ Semester:_____

Form Instructions

A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the grade on the student's transcript will convert to the default grade indicated below.

Default Grade:_____(*Faculty Member Must Indicate*)   **Last Date of Participation:** _____

Requirements

To complete the course requirements, the student must complete the following (attach additional pages if needed):

Faculty Member's Signature _____

Student's Signature _____

Dean of Students & Faculty Signature _____

Date Approved _____

Rev.11.21.23

Per the CT State Catalog:

An Incomplete is used as a temporary grade assigned by a faculty member when coursework is missing, and the student agrees to complete the requirements.

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Any faculty member that assigns an Incomplete shall document such an activity, and inform the student, the campus Dean of Faculty or campus dean responsible for faculty affairs, the campus supervisor of enrollment services, and other appropriate parties, as needed, using a common form. Supporting documentation, agreed upon by both the faculty and student, must include:

- A brief description of the requirements to be completed;
- The date by which the coursework must be submitted to the faculty member;
- A statement that the Incomplete will change to a specific letter grade if the work is not completed by the tenth week of the next standard semester.

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the Campus Supervisor of Enrollment Supervisor or their designee shall convert the Incomplete on the student's transcript to the letter grade specified on the original paperwork. Specially accredited programs may have specific progression criteria where a student cannot progress in their program with an Incomplete on their transcript.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided the student has earned the required GPA.

Faculty Instructions:

1. Faculty will submit Incomplete Form (signed by all required parties) to the CT State Registration & Academic History Team **by the last day of class for the term in which the incomplete grade is assigned** (*see email address listed on form*).
2. The Registration & Academic History Team will enter the "I" as the student's grade.
3. Faculty will submit the Grade Change Form to the Campus One Stop Enrollment Center (as applicable).
4. Should no additional work be submitted by the student, or a replacement grade is not submitted by the faculty, the "I" grade will convert to the default grade as listed on the Incomplete Form.