



# Incomplete Request

Office of Academic Records

Tompkins Cortland Community College  
170 North Street  
P.O. Box 139  
Dryden, NY 13053-0139

To be issued an Incomplete, you must meet with your instructor to seek approval and create a plan to complete and submit the remaining work for this course. All remaining work must be submitted to the instructor *no later than* the fourth week of the next semester (excluding the summer semester).

Complete this form and return with both the student's and instructor's signatures to the Academic Records office, Room 248c.

Student Name (PRINT): \_\_\_\_\_

Student ID: 7 \_\_\_\_\_

Course: \_\_\_\_\_ Section #: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

I request that I be assigned an Incomplete, "I" grade, for the above course for medical or personal reasons for which I have provided reasonable information/documentation to my instructor. I understand that I have 4 weeks into the following semester (excluding summer) to complete and submit the required coursework to the instructor. If I fail to do so, I will receive a grade of F for the course.

The instructor and I have established a detailed plan of what remains to be done for me to complete this course (assignments, quizzes, exams, projects, presentations, etc.).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's name (PRINT): \_\_\_\_\_