



KLAMATH COMMUNITY COLLEGE
REQUEST FOR INCOMPLETE

The "I" grade requires an agreement between the instructor and the student about extending the completion of course requirements beyond the term end date. To be eligible to receive an "I" grade, the following criteria must be met:

- 1.) Quality of course work must be satisfactory.
- 2.) Only some minor, yet essential, requirement of the course has not been completed.
- 3.) Reasons for non-completion of work must be acceptable to instructor.
- 4.) This form must contain the conditions for completion of work, be signed by both instructor and student, and submitted with the grade report.

- 1. Course requirements must be completed **within a maximum of one term after the end of the term for which the "I" grade is received.**
- 2. Upon completion of course requirements, the instructor will assign a grade using the Grade Change Request Form and then submit the form to an academic Dean or to the Vice President of Academic Affairs.
- 3. If the course requirements are not completed after one term, the grade of "I" becomes a grade of "F" on the transcript.

Note: An "I" does not entitle a student to repeat a course without paying tuition.

IMPORTANT: THE INSTRUCTOR MUST SUBMIT THIS FORM TO THE REGISTRAR BY THE PUBLISHED GRADING DEADLINE.

Student Last Name	First Name	MI	ID#

Course Number / Title / Section No.	Term and Year

Course requirements to be completed:

AGREED BY:

Student Signature	Date	Instructor Signature	Date