

INCOMPLETE COURSE FORM

2000 College Dr. Madisonville, KY 42431 Telephone: (270) 821-2250 Fax: (270) 824-1866 madisonville.kctcs.edu

Name:				SSN:		
Course:_		No.	Sect.	Credit Hours:	Semester:	
Reason fo	or Incom	plete G	ìrade			
Requiren	nents for	r Comp	etion			
Addition	al Comm	ents				
Instructor S	Signature				Date	
Date Cours	ework Cor	npleted			_	
Final Grade	<u> </u>					
Comments						
Instructor S	Signature				Date	

CCS: Rules of the Senate, 2003-2004, Section V., 3.1

Incomplete - Means that part of the coursework remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an I grade when the reason for incompleteness is unsatisfactory.

The instructor and student will contract requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in a change of grade from I to an E.

Revised 5/2010

