

Keene State College
INCOMPLETE GRADE FORM

Instructions Complete this form, keep the bottom (pink) copy for your records and submit the top two copies to the Registrar. Leave the grade box blank on WebAdvisor grade roster.

Student Name _____ Student ID# _____

Course Department, Number & Section: _____ Semester: _____

Course Title: _____

Reason for Incomplete:

Conditions required for completion of course:

List all assignments, tests, quizzes, exams, etc. the student must complete to finish the course. Be specific.

The student's grade on work completed to date is: _____, representing about _____% of the final grade. (*Note: This grade information is not recorded on the student's permanent record.*)

Instructor's Signature: _____

Date: _____

Note: Incomplete coursework from the **Fall** semester must be completed within the first 7 weeks of the following Spring semester.

Incomplete coursework from the **Spring** and **Summer** semesters must be completed within the first 7 weeks of the following Fall semester