

Incomplete (“I”) Form

Student: write an email request to your instructor. Follow the instructions below:

- Type in the full course name and number in the “RE:” of the email.
- Ask for an Incomplete (“I”).
- Ask what is the rest of the course work required to be done.

Email it to your instructor

Faculty: use an Incomplete form

- Fully fill-in the details of the incomplete form.
- Virtually “sign” the form on the instructor signature line.
- Date the form.
- Enter an “I” grade into the grading system.
- Save form to comply with records retention policy.

Email it 1) back to the student and 2) To registrar@pccc.edu



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STUDENT CONTRACT FOR INCOMPLETE WORK

If you need additional time to complete course requirements, you may request for your instructor to issue an Incomplete ("I") grade. This is a temporary grade and you must make arrangements to complete all course materials, exams, papers, etc. For the Spring 2020 semester **ONLY**, students will have to complete the course requirements **until the end of Spring Semester 2021**. If they are not completed, the grade will change to an F. Students cannot change their decisions once submitted.

Note: Click [here](#) for more information on how to complete the form.

Name of Instructor

Name of Student

Student ID #

Course Code

Section

Title

REASON FOR INCOMPLETE GRADE

METHOD OF REMOVING INCOMPLETE GRADE

Student Signature

Instructor Signature

Date of Contract