

PANOLA COLLEGE



INCOMPLETE GRADE REQUEST

Student Name: _____ Student ID #: _____

Semester: _____ Year _____

An Incomplete (“I”) grade may be granted by an instructor if a student incurs illness or unpreventable and unforeseeable circumstances inhibiting ability to meet course requirements on time. An “I” grade is not granted to avoid giving an “F” for the course. Completion of this form is necessary before an “I” grade can be given. Without an approved incomplete form for the course, the student will receive the grade earned. Course requirements must be completed within six (6) weeks after the end of the semester in which the grade was issued or receive an “F” for the course.

Course: _____ Instructor: _____

Reason for
Incomplete: _____

Instructor’s Signature: _____ Date: _____

Incomplete is Approved: _____ Incomplete is Denied: _____

Vice President of Instruction/
Division Dean Signature: _____ Date: _____

Date Received in Registrar’s Office: _____ Initials: _____

Date Incomplete Entered: _____ Initials: _____

Date of Grade Change Form Completed by Instructor: _____

Incomplete Changed to Grade - Initials: _____ Date: _____