

Report of Completion of Incomplete

An incomplete grade will be changed to a standard letter grade by the instructor if the student completes the requirements of the course before the end of the next regular (fall or spring) semester or other grace period as established by the instructor. A grade of incomplete which has not been changed by the end of the grace period becomes an F. (<http://catalog.sunyacc.edu/regulations/incompletes>)

Semester: Summer Fall Winter Spring Year: _____

Student Name: _____ Banner ID: _____

Course Information:

CRN	Subject and Course Number	Credits

Completed Grade:

Final Grade: _____

Notes to Registrar (if necessary):

Instructor Signature: _____ Date: _____

 Sent via SUNY Adirondack email accountCompleted forms should be emailed to registrar@sunyacc.edu for processing. The grade will be updated**For Registrar's Office Use ONLY:** Initials: _____ Date processed: _____

Form Updated: 4/6/2020