

**Randolph Community College**  
**Incomplete Grade Form**

(This form must be completed on each student who receives an "I" on the final grade sheet)  
(Please attach all incomplete forms to the grade sheet)

An incomplete grade has been issued to

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student ID Number                      Course No. Section      Course Title

For the \_\_\_\_\_ Semester 20\_\_\_\_\_ because of the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Presently the student's grade for work that has been completed is \_\_\_\_\_. In order for the student named above to be given credit for this course, he/she must complete the following work during the next semester:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

X  
\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

One copy needs to be distributed to each of the following:

1. Registrar- **Original**
2. Instructor
3. Advisor
4. Student
5. Department Chair
6. Distance Education