

## REQUEST TO OBTAIN AN INCOMPLETE

This form is to be used in accordance with Lake Land College Board Policy 07.17.01 which allows a student, due to illness or other extreme circumstance, to request to be assigned a grade of "I" (Incomplete). Please refer to the Academic Standards & Policies section of the online Student Handbook for additional information.

To be assigned a grade of "I", the student must:

- \_\_\_\_\_ have been maintaining a passing grade at the time of illness or extreme circumstance,
- \_\_\_\_\_ be aware that a grade of "I" may impact their financial aid,
- \_\_\_\_\_ receive approval from the course instructor and division chair,
- \_\_\_\_\_ submit the approved form to the Admissions and Records Office no later than the grades-due date of the term, and
- \_\_\_\_\_ complete the course requirements no later than mid-term of the next scheduled term (excluding summer). Once an "I" grade is assigned, the student may not withdraw from the course. Any "I" grade remaining after the mid-term date will be changed to an "F" grade.

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Course Subject/Number:

Semester/Year:

Student Name:

Student ID#:

Street Address:

City/State:

Preferred Email:

Phone Number:

Student Signature:

Date:

Instructor Signature:

Date:

Division Chair Signature:

Date:

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Student/Instructor Comments: