

# Request for Incomplete Bluefield College

## For Student:

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Course \_\_\_\_\_ Course Number \_\_\_\_\_

Student ID \_\_\_\_\_

Reason for requesting an incomplete : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## For Instructor:

Date Received \_\_\_\_\_ Approved/Denied \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Last date to turn in materials \_\_\_\_\_

## Plan for Completion

### Assignments

### Due Date


**The course must be completed and a Change of Grade form submitted to the Registrar's Office by mid-term of the next semester or the "I" automatically changes to an "F."**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Instructor Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of the Registrar Date

**Instructor must submit the completed form to the Registrar's Office and a copy to the student within two weeks of receiving the request.**

## **GRADE OF INCOMPLETE**

A grade of incomplete ("I") may be considered when the student has completed a minimum of 75% of a course and cannot complete the remaining 25% due to extenuating circumstances. Such circumstances include illness, death, loss of job, complications with pregnancy, emergencies, and military service.

The student must submit a completed Request for Incomplete form to the instructor before the last day of the course. If the prescribed extenuating circumstances warrant an incomplete, the instructor will submit the completed form to the Registrar's Office and copy the student. The instructor must respond within two weeks of receiving the request. The Request for Incomplete form is available on MyBC under the Student Tab.

The course must be completed by mid-term of the next semester or the "I" automatically changes to an "F."