

# Arizona Western College

## Notification of Incomplete Grade Status

Please print or type clearly and firmly.

Date \_\_\_\_\_

Student Name \_\_\_\_\_ ID# \_\_\_\_\_  
(Last) (First)

Fall  Spring  Summer of \_\_\_\_\_ Section # \_\_\_\_\_  
(Year)

Course Title \_\_\_\_\_ # of Credit Hours \_\_\_\_\_

**A grade of Incomplete is permissible only when the student has been unable to complete assigned course work due to an illness or other reasons beyond his/her control and is applicable only when the student would otherwise have had a passing grade. The form must be submitted by the faculty member to the appropriate offices.**

**A student receiving an incomplete has the responsibility of initiating the procedure for completing the work. According to college policy, course work must be completed during the following semester or a grade of "F" (if registered for Grading System I), or "NC" (if registered for Grading System II), will be recorded for the course.**

Deficiencies to be corrected for credit to be awarded: Date Due by: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Instructor Signature

Copy to Student  
Copy to Registrar's Office

Copy to Division  
Copy to Faculty Member