

Division of Nursing and Health Sciences

Course Status Form: Incomplete Course Status

Completed prior to end of semester in which the Incomplete grade will be received.

Forward to Program Coordinator prior to the end of the semester in which the incomplete will be received.

Student Name _____ Semester And Year _____

Student contact information during break _____

Course # Name _____ Grade: **Incomplete**

Course Faculty _____ Advisor: _____

To Course Faculty: The grade of "I" indicates that work is satisfactory but, because of extenuating circumstances during the semester, has not been completed by the end of the term. The grade is given at the discretion of the instructor when the student has made substantial progress toward completion of coursework. (LCSC College Catalogue, 2009 – 2011, pg 84). An incomplete grade is meant to apply to written work which needs to be completed; it does not include attendance in the classroom or clinical setting after the end of semester in which the course was taken.

Course Faculty with student: List outstanding coursework and due dates (if attachment, add signature)

Student's initials Faculty Signature Date

Student is to meet with course faculty and the Program Coordinator prior to the end of the semester in which an Incomplete grade is assigned in an NHS course. A plan will be developed to address progression issues. Normal progression to the next semester in NHS program is jeopardized when successful course completion has not occurred.

Program Coordinator Plan:

Classes to register for: _____

Petitions needed: _____

Faculty contacts needed/reason _____

Student Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Date "I" Resolved: _____ Initials: _____ Change of Grade Form submitted to registrar: _____

Program Coordinator sends copies to:

Assessment Director Advisor Adm Asst for students (Lew or Cd'A) Coordinator/Director Course Faculty Student