



Instructions for completing a fillable PDF form

- **PC/MAC Users**
 - Use a desktop or laptop only computer to fill out forms, NO MOBILE DEVICES.
 - Users of Windows and Mac must only use the free Adobe Reader.
 - To download Windows or Mac version to your computer <https://get.adobe.com/reader/>

- **How to open the PDF and save to your computer:**
 - Open the PDF file link from our website.
 - <https://www.trinitycollegeqc.edu/forms-and-resources.aspx>
 - Academic & Student Services Forms
 - [Incomplete Grade Request Form](#)
 - Right click on the form and click “Save as”.
 - Save the file to your computers Desktop or Documents folder.
 - Open the form with Adobe Reader.
 - Fill in your complete information.
 - Once completed, go to File and select “Save” or “Save as” version of the file to your computer.

- **How to attach PDF to your email.**
 - Open your email service.
 - Create an email and attach your filled PDF form and send to Cara.Banks@trinitycollegeqc.edu



Incomplete Grade Request Form

IDENTIFICATION

First Name _____ Middle Initial _____ Last Name _____

Personal Email Address _____ Program of Study _____

COURSE INFORMATION

Term Taken

Course Name

Course Number

Course Coordinator

- Dropped from courses in consecutive term for which this incomplete course is a prerequisite
- Written plan to complete course work attached
- Written plan signed by the student
- A copy of the written plan given to the student

STUDENT'S DEFAULT GRADE:

If remaining work to be completed is NOT turned in by _____, the incomplete grade will become an "F" on _____.

specify date specify date

Student Signature Date

STUDENT SERVICES SECRETARY

- E-mail to Advisor & Student
- Upload to Document Tracking in CAMS
- Provide final copy to Registrar

CONFIRMATION OF INCOMPLETE GRADE

Dean Signature Date

Program Coordinator Date

Financial Aid Specialist Date



Plan for Completion of Incomplete ("I") Grade

Name: _____ Date: _____

Contact Phone Number: _____ Email Address: _____

Remaining work to be completed:

| | Course Assignments | Due Date | Person Responsible | Final Grade |
|-----|--------------------|----------|--------------------|-------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

Coursework not submitted or completed by the student on the date stated above, receives a zero for that assignment. Once all work is completed, the new grade will be re-submitted through the Faculty Portal by the Course Coordinator.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Please provide a copy of this course work agreement to:

- Student
- Course Instructor
- The Student Services Secretary to be placed in the Student's file.
- Program Coordinator