

REQUEST FOR INCOMPLETE / AUDIT / PASS-NO CREDIT GRADE

INCOMPLETE (I) GRADE

Students may request of the instructor that they be assigned a grade of Incomplete (I). A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An Incomplete grade will automatically become an “F” grade at the end of the next term if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

If the student needs access to D2L Brightspace, faculty must check here to notify the D2L Site Administrator to give the student access. Registrar’s office: Notify site administrator with a copy of this form when checked.

OR

Audit Grade (AU)

Pass/ No Credit (P/NC) GRADE

A request of an Audit (AU) grade or Pass/No Credit (P/NC) must be made within the first five (5) days of the semester.

Please complete and sign:

Student Name:	Star ID/Student ID:
Date of Request:	Term for Which the Request is Made:
Course Number:	Course Title:

Course Completion Date:

End of Spring / Summer / Fall Semester **OR** Other: _____

Student Signature

Date

Instructor Signature

Date

Registrar’s Office Signature

Date

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service by dialing 711 (toll-free nationwide).