



## Fillable PDF Form

### Instructions - DO NOT USE A MOBILE DEVICE

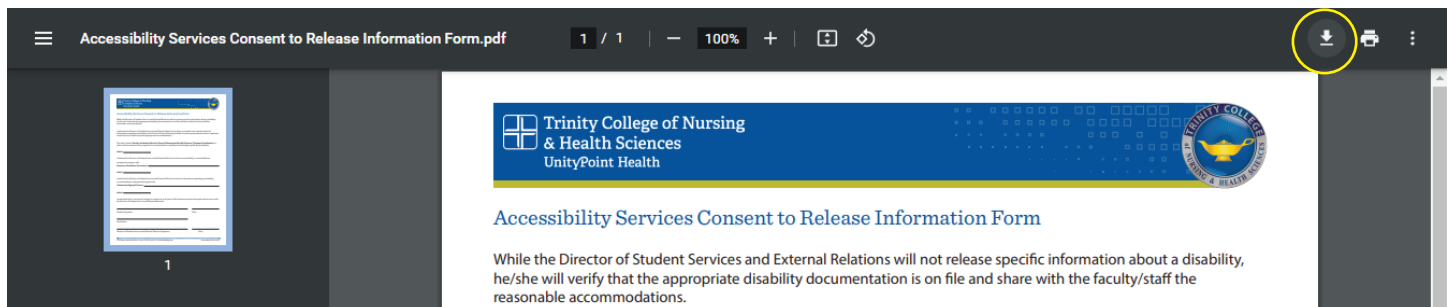
- Please follow these steps to assist you with filling out this digital form.

### BEFORE YOU BEGIN:

- Be sure you have downloaded Adobe Reader DC to your laptop: <https://get.adobe.com/reader/>
- Do not use any other PDF application only use Adobe Reader DC
- Prepare a file location to download the form

### GETTING THE FORM FROM WEBSITE TO LAPTOP:

- Do not fill out the form while online using the browser
- You will need to download the form from our website
- At the top right of the open form window is a download icon.
  - (Sample screenshot of a form browser window not actual form naming scheme for this form)



- By default your file will want to download to the downloads folder on your laptop unless you choose a different location - Click Save
- Open Adobe Reader DC - Select the downloaded PDF form from within the program. Don't double-click from the forms location, it may open the browser and if you fill out the form none of the data will send or be saved.
- Fill out the form and when you are ready to save go to File and select Save
- 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](mailto: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