Incomplete Grade

My signature below indicates that I understand the Incomplete grade policy of Salina Area Technical College.

The Incomplete grade policy, as published in our current catalog, is as follows:

The Incomplete is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed at least 75% of all course assignments and tests with a grade of C or better. An “I” will be temporarily entered on the transcript with a GPA value of 0.

The student must request an Incomplete from his or her instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In requesting an Incomplete, the student must present to the instructor the documentation of circumstances justifying the Incomplete. The instructor will decide if an Incomplete should be assigned. Once approved, the instructor will file the appropriate paperwork with the Vice President of Instruction. The student must complete the missing coursework within 60 days. Should the student not complete the required coursework within 60 days, his or her grade will convert to an F.

Student Name: _________________________________________________________________

Course: _______________________________________________________________________

Semester End Date:  _____________________________________________________________

Student Signature: _____________________________________  Date: _____________

Instructor Signature: ___________________________________  Date: _____________