



LIGHTHOUSE CHRISTIAN COLLEGE

Incomplete Grade Request Form

Student to complete form and return to the Registrar at M.Magallanes@LighthouseCollege.us

Section 1 - Incomplete Grade Policy

- Students must request an Incomplete ("I") grade with their instructor. This must be done prior to the end of the course. Instructors may refuse to grant a grade of Incomplete.
- Students must complete **75% of coursework** in the course to be eligible for an incomplete grade.
- No incomplete grades will be accepted by the Registrar without a *fully completed* Incomplete Grade Request Form signed by both the Instructor and the Student. This must be submitted to the Registrar no later than the grading deadline for that course. Forms that are not fully completed will not be accepted and will trigger the incomplete grade to be converted to an "F".
- Incomplete grades submitted *without* an accompanying Incomplete Grade Request Form will be converted to an "F" grade change.
- Grade Change submission deadline dates must be *no later than 4 weeks from the course end date*. Should a Grade Change Form not be submitted by the date noted above, the final grade recorded by the Registrar will be the Provisional Grade. It is the student's responsibility to connect with the instructor who granted the Incomplete to ensure that a Change of Grade form is submitted by the deadline.
- If a student does not submit the outstanding course assignments to the instructor by the agreed upon date, the student's grade will be converted to the Provisional Grade; no credit will be given for work not submitted, and a grade of zero will be averaged into the total grade for those missing assignments.
- The grade recorded is final.
- Students must successfully complete all pre-requisite coursework to continue in the next sequential class.
- Incomplete grades for Students on leave will be converted to an "F" after one year.

Section 2 - to be filled out by Student

Name: _____ Email: _____

Student Telephone Number: _____

Instructor: _____

Class #, Section, Title: _____

Semeter and Year: _____

Reason for Incomplete: _____

Section 3 - to be filled out by Instructor

- The above student has been granted an incomplete grade with a submission due date of _____ (date) for all remaining assignments.
- The current provisional grade for this student is _____ (A-F). If the student fails to complete missing work by the submission due date OR a grade change is not received by the below deadline, this will be the final grade recorded by the Registrar.
- The student's grade change form will be submitted to the Registrar no later than _____ (date).

**This date cannot extend past the four-week mark from the end date of the course.*

Signature of Instructor

date

Signature of Student

date