

**DABNEY S. LANCASTER COMMUNITY COLLEGE
INCOMPLETE GRADE FORM**

Issuance of incomplete grades is governed by [§5.6.0](#) of VCCS Policy. DSLCC will award incomplete (I) grades only when all the following circumstances apply:

- The student has completed 60% of the required work for the course at a passing level,
- The instructor has a reasonable expectation that the student can complete the remaining work,
- The instructor has identified the missing assignments and the deadline for completing them,
- The instructor has identified a default grade should the completion date not be met, and
- An Incomplete Grade Form has been signed by the student, the instructor, and the Vice President of Academic Affairs.

Student Name:
EMPL ID:
Student's Address:
Student's Email Address:

Course Prefix and Section Number:
5 Digit Class Number:
Instructor:
Semester:

Missing Work:

Deadline for Completion:

Default Grade:

Student Signature _____	Date _____
Instructor Signature _____	Date _____
Vice President/Designee _____	Date _____
Registrar _____	Date _____