



# Appeal of Academic Standing After Resolution of Incomplete Grades

**INSTRUCTIONS:** Use this form after incomplete grades have been resolved to request that academic standing status be amended. Please note that this form must be submitted within two weeks of the expiration date of the incomplete grade(s).

Name (First MI Last) \_\_\_\_\_ Date \_\_\_\_\_

LC ID# \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Advisor \_\_\_\_\_ Major \_\_\_\_\_ Class  SR  JR  SO  FR

### STEP 1

Semester in which the incomplete grade(s) were awarded (example: Spring 2019): \_\_\_\_\_

### STEP 2 Check the applicable box below:

- All of my incomplete grades have been resolved. My term GPA is at least 2.000 and my cumulative GPA is at least 2.000. I have earned at least 12 credits. No other documentation is required.
- All of my incomplete grades have been resolved. My current academic standing does not accurately represent the final grades/credits earned. No other documentation is required.
- All of my incomplete grades have been resolved and my term GPA and/or cumulative GPA does not meet the minimum criteria necessary to adjust my standing. However, I wish to appeal to have my standing changed. Additional documentation is required and should be attached:
  - An explanation of why I believe my standing should be adjusted despite the deficient GPA or credit earned
  - Letter(s) of support from my advisor and/or other LC faculty or staff
  - Completed [Four Year Academic Plan](#) (available on the College Advising Center's website)
  - Medical documentation if there is a medical reason for the exception

### STEP 3 Sign and return this form to the [Office of the Registrar](#) within two weeks of the incomplete grade due date or resolution.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's signature (approval) \_\_\_\_\_ Date \_\_\_\_\_

#### For Office Use Only

- Approved  Notification Initials \_\_\_\_\_
- Denied Date \_\_\_\_\_
- ASTR
- SACS