Request for Library Database Access to Finish Work to Resolve a Grade of Incomplete

Note: If a student granted an incomplete will **not be an active (registered) student** during the next regular semester following issuance of the incomplete grade *and* **will need access to remote library services** to complete the necessary work for the course, the instructor must complete this form for a special Temporary Computer Account that will allow them library access.

STUDENT'S NAME _____ POTSDAM ID # _____

POTSDAM E-MAIL ADDRESS _____

COURSE NAME AND NUMBER _____

DATE BY WHICH INCOMPLETE WORK IS TO BE SUBMITTED: _____
(Note: The College's Incomplete policy says *"The conditions for changing the grade of 'Incomplete' to a final grade must be met by the end of the next regular semester following the issuance of the grade."*)

Please create a Temporary Computer Account for the above named student for library access until the date listed above.

INSTRUCTOR'S NAME: _____

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

Mail this form to: COMPUTING & TECHNOLOGY SERVICES HELPDESK.

Students should check their Potsdam e-mail account for notification of log-in information for their Temporary Computer Account.