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.