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	
	O BE SUBMITTED: e conditions for changing the grade of 'Incomplete' to a large semester following the issuance of the grade.")
Please create a Temporary Computer Account for date listed above.	the above named student for library access until the
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.