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.