



Incomplete Request Form

To be completed by course faculty, submitted to the Registrar, and kept in the student file.

Student Name _____

Course name and number _____

Semester and year course was offered _____

Date by which work will be completed _____
(usually one semester is the maximum time given)

Instructor who will evaluate late work _____

Grade that should be given if no additional work is received _____

List of work student is expected to complete:

Student Signature _____ **Date** _____

Instructor Signature _____ **Date** _____

Incompletes: A student may apply for a temporary incomplete when extenuating circumstances prevent the completion of course requirements by the last day of final exams. Extenuating circumstances are factors beyond a person's control, such as the death of a loved one, serious illness, or a family crisis. An incomplete may be granted if such factors prevent a student from completing the required coursework.

A proposal for incomplete status must be submitted to the course instructor by the last day of the semester. It should include an explanation of the extenuating circumstances and present a timeline for when unfinished work is to be completed. Documentation of the extenuating circumstance, such as a note from a physician or counselor, must be submitted along with the proposal.

Generally, all incomplete work should be completed by the end of the next semester. On rare occasions, an instructor or dean may recommend taking two semesters to finish incomplete work.

Note: If the student fails to complete required work according to the proposed timeline the incomplete will be changed to the current grade.