



Incomplete Form

Students requesting an Incomplete on a course should fill out this form, get it signed by the instructor, and return to the office within one week after the semester ends.

This form must be fully completed to be filed!

NAME OF STUDENT _____

NAME OF INSTRUCTOR _____

DATE OF THIS REQUEST _____

COURSE NUMBER _____

COURSE TITLE _____

REASON for requesting an Incomplete:

What work is needed to clear this Incomplete?

By what date do you expect to have this work done?

STUDENT'S SIGNATURE _____

INSTRUCTOR'S SIGNATURE _____

Note: Completion and submission of this **fully completed** form gives you an extension of **ONE SEMESTER** in which to finish the required work. Any further extension can only be granted upon petition to the Student Progression Committee. The deadline for the first semester courses will be August 31 and for the second semester courses January 31. No further extensions will be given. If a student fails to petition the committee or does not complete the required work by the deadline, the grade will automatically become an F.