

Incomplete Form

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

Student Name: _____

Instructor: _____

Date of 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 Signature _____

Instructor Signature _____

Note: Completion and submission of this **fully completed** form gives you an extension of **ONE SEMESTER** in which to finish the required work. Fall incompletes must be completed by end of Spring semester. Spring incompletes must be completed by end of Summer semester. Summer incompletes must be completed by end of Fall semester. Any further extension can only be granted upon petition to the Student Progression Committee. 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.