

# COURSE INCOMPLETE APPLICATION FORM



## Conditions for Course Incompletes:

1. Incompletes may be requested after the Course Withdrawal Deadline identified in the Academic Calendar and **must** be requested by the final day of classes for the semester.
2. Incompletes are available for major assignments only (20% or more of the course requirements). An Incomplete must be requested prior to the assignments due date.
3. Incompletes are granted at the Instructor's discretion.
4. All assignments that are affected by the Incomplete are due 21 days after the Friday of Final exam week.
5. If assignments are not received within 21 days, the grade will be determined on the basis of assignments completed by the end of the semester.

Student Name: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Assignments for which the Incomplete is requested: \_\_\_\_\_

\_\_\_\_\_

Reason(s) for the request:

Due Date for the Incomplete: \_\_\_\_\_

Instructor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Incomplete grade: \_\_\_\_\_

Final grade: \_\_\_\_\_

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### For Office use only:

Instructors: Please provide the Registrar with a copy of this form when you grant an Incomplete; and then submit the completed form to the Registrar when the grade has been finalized.