



Request for Incomplete Form

1. The student should submit a Request for Incomplete Form when requesting consideration for an extended deadline for coursework to be submitted. (One form per request is required.)
2. An Incomplete is granted only in extreme circumstances such as a major illness or emergency. Incompletes granted for any other reason will incur a minimum 10% reduction in the final grade.
3. The student must complete Part I of this form and request instructor approval and the final due date (*to be set within thirty days of the last day of the semester*).
4. If the instructor grants his/her approval and completes Part II, the student must bring the form back to the Office of Academic Affairs for the approval of the Provost.
5. Upon the Provost's review of the form and Part III, the Registrar will contact the student regarding the outcome of the request.

PART I (Student to Complete):

Name: _____ Date: _____ Semester: _____

Student ID: _____ DOB: _____ Phone: _____ Email: _____

Course ID and Title: _____

Reason for requesting an Incomplete for the course (be specific):

Student's Signature: _____ Date: _____

PART II (Instructor to Complete):

Instructor Approval Granted: () YES () NO DUE DATE: _____

Comments: _____

Instructor's Signature: _____ Date: _____

PART III (Provost to Complete):

Approval Granted: () YES () NO Signature: _____ Date: _____

OFFICE USE ONLY

Date Received/By: _____ SIS Updated: _____ Student Notified: _____ Instructor Notified: _____

Final Grade Received: _____ SIS Updated: _____ Registrar's Initials: _____ Date: _____