

INSTRUCTIONS

GENERAL INFORMATION REGARDING INCOMPLETES

- The college grants incompletes when students through no fault of their own are unable to complete the course work during the term. Incompletes are not granted for work simply neglected. In the absence of an approved incomplete, all work for a course is due by the last day of examinations or by such deadlines set by the instructor.
- Incompletes normally will not exceed four weeks from the last day of examinations. Shorter terms may be specified and are encouraged wherever appropriate to the work to be done. All requests for longer than four weeks should be based on conditions beyond the student's control, such as continuing illness, and the reasons clearly stated in this request.
- Students should keep copies of all work submitted and ask the instructor to confirm receipt of the coursework. It is the student's responsibility to ensure that the work reaches the instructor.
- It is not advisable for students to send work through campus mail, entrust other individuals to deliver the coursework, or leave work pinned to or slid under an office door.

DIRECTIONS FOR REQUESTING AN INCOMPLETE

1. Read the information regarding incompletes.
2. Complete the Student Section.
3. Obtain the Instructor's statement of support and Dean's Approval.
4. Return the Application for an Incomplete to the Office of the Registrar before the beginning of finals.
5. Submit all work for which incompletes are granted to the instructor by the deadline indicated by the Dean.

STUDENT SECTION

ID Number	Name of Student (please print)	Class Year	K-Box
Course (eg. ECON 110)	Section	Term and Year	Course Instructor
Student Signature	Date		

WORK TO BE DONE:

_____ Requested Completion Date

STUDENT STATEMENT of reasons why an extension of time is required to complete this work.

Note: Claims of incapacitating illness should be accompanied by a written verification from the student's physician or the Knox College Health Services that specifies the period of illness.

INSTRUCTOR'S STATEMENT of support *(Please write statement of support below, use reverse if more space is needed).*

(1) Please check carefully the statement of work to be done and due dates; (2) Incompletes are not normally granted without the enthusiastic support of the instructor; (3) The grade for this student will normally be due within one week of your receipt of the completed work.

Instructor's approval

Date

Dean's approval

Date

Incomplete deadline