APPLICATION FOR AN INCOMPLETE

See reverse side for general information and directions for requesting an incomplete. Students are responsible for ensuring this application is submitted prior to final exams and that coursework is turned in by the stated deadline.

STUDENT SECTION

ID Number ____________________________ Name of student (please print) ____________________________________________ Class year __________ K-Box ____________________________

Course (eg. Econ 101) ____________________________ Section ____________________________ Term and Year ____________________________ Course Instructor ____________________________________________

Date Requested Work to be Completed By ____________________________

WORK TO BE DONE:

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 that specifies the period of illness, unless the illness was previously verified to the Office of Student Development. Students who do not wish to share with their instructors their reasons for requesting an incomplete should see a Dean in the Office of Student Development.

Student Signature ____________________________ Date ____________________________

INSTRUCTOR’S STATEMENT of support or non-support for this request. (Use reverse side or attach separate sheet.) 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. Please indicate the student’s last date of attendance or participation in an academic activity.

Instructor’s Signature ____________________________ Date ____________________________ Last Student Attendance Date ____________________________

Signature of Dean’s Approval ____________________________ Date ____________________________ Incomplete Deadline ____________________________
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 recipient 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, in person, by registered mail or email, before the incomplete deadline.