

OFFICE OF THE REGISTRAR

# APPLICATION FOR AN INCOMPLETE PART 1: 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.

## **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.

#### **NOTIFICATION OF APPROVAL**

Your request for an incomplete in		during	
Cours	e		Term and year
has been approved. Hand in the work to be done to the Office of th	e Registrar by		
		Date	
Dean's signature			



## APPLICATION FOR AN INCOMPLETE PART 2

### STUDENT SECTION

) number	Name of student (please print)				Clas	Class
ourse (eg. Econ 110)	Section	n Term and	i year	Course instructor		
tudent signature			Date	_		
ate Requested Work to be	Completed By					
ORK TO BE DONE	<b>:</b> :					
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