



OFFICE OF THE REGISTRAR

REQUEST FOR INCOMPLETE (To be completed by student, unless medical emergency)

A student who has done satisfactory work in a course, but has not completed the course requirements because of illness or some other emergency situation, may request an “incomplete” as a temporary extension of the semester. **Effective Fall 2005, to receive this extension the student must obtain written approval by the instructor and the Dean of the appropriate school prior to the start of final assessment.** (This completed request form should be submitted to Registrar’s Office by the start of the final assessment period.)

Due to illness or some other type of emergency, I, _____, Student ID# 000_ - _____ would like to receive a temporary extension for the course designated below.

Year _____ Semester _____ Course #: _____ Section: _____

Title: _____

Reason for Incomplete Request:

An “INC” will allow an extension (depending upon length of semester) for instructor to submit a final grade to the Office of the Registrar. This time should be used to complete all course requirements. Due dates for missing course work should be arranged in advance with the instructor to allow sufficient time for instructor’s evaluation and submittal of final grade to the Office of the Registrar by the extension deadline.

At the end of the extension, if the instructor does not submit a final grade to the Office of the Registrar, the student will automatically receive a final grade of “F” for the course unless the instructor submits a different grade, based on work previously completed.

Semester	Semester Length	Final Grade Deadline
Main	15 weeks	6 weeks from last day of class
7.5 Week1	7.5 weeks	6 weeks from last day of class
7.5 Week 2	7.5 weeks	6 weeks from last day of class
EDACC1	15 weeks	6 weeks from last day of class
EDACC2	10 weeks	6 weeks from last day of class
SUM1 EVE1-6wk	6 weeks	6 weeks from last day of class
SUM1 SUM1-4wk	4 weeks	6 weeks from last day of class
SUM1 12-wk	12 weeks	6 weeks from last day of class
SUM2 EVE2-6WK	6 weeks	6 weeks from last day of class
SUM2 SUM2-4wk	4 weeks	6 weeks from last day of class
Winter	3 weeks	6 weeks from last day of class

I have read the above and agree to all terms. I understand that I will receive a grade of “F” for the course if the instructor does not submit a final grade by the deadline.

Student’s Signature

Date

Instructor’s Approval

Date

Dean’s Approval

Date