

## Request for an Incomplete

### Students on Academic Probation are not eligible for incompletes.

To the Student: The Registrar will perform verification of a student's academic status. Please work on parts I and II of this form in consultation with the instructor. You will be notified by mail [3 to 5 working days after the form has been processed] on the status of your request for an incomplete.

#### **PART I. To be completed by the student**

NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_  
Last First MI

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

COURSE: \_\_\_\_\_  
Subject Catalog # Class Section Course Name

UNDERGRADUATE STUDENT \_\_\_\_\_ GRADUATE STUDENT \_\_\_\_\_

TERM: Fall Winter Spring Summer 20\_\_\_\_\_

REASON FOR REQUESTING INCOMPLETE:  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Student's Signature Date

#### **PART II. To be completed by the instructor**

COURSEWORK TO BE COMPLETED _____ _____	DEADLINE FOR COMPLETION _____ _____
--	---

\_\_\_\_\_  
 Instructor's Signature Date

\_\_\_\_\_  
 Department Chair's Signature/Approval Date

**Instructions to Course Instructor** Please submit the completed form to the Registrar.

#### **PART III. To be completed by the Registrar (KN 224)**

\_\_\_\_\_  
 Student's GPA Incomplete Approved: Yes No

\_\_\_\_\_  
 Date Processed Registrar's Signature

Students must be performing satisfactory work in the course and have completed a substantial portion of the course to be eligible for an incomplete. All incompletes must be completed within 180 calendar days of the end of the term in which the course is offered.