



REQUEST FOR AN INCOMPLETE

To the Student: A grade of “I” may be requested by a student for a course in which he or she is doing satisfactory work, but for illness or other circumstances beyond the student’s control as determined by the instructor, if the required work cannot be completed by the end of the term. All incompletes must be completed within 180 calendar days from the end of the term in which the course is offered. Failure to complete the coursework will result in the “I” automatically becoming an “F” grade. Arrangements for this “I” grade **MUST** be completed prior to the final examination.

Student must have satisfactory academic standing and not be on Academic Probation to be eligible for an incomplete.

Please complete **Parts I & II** of this form in consultation with the instructor.

PART I To be completed by the student

Name _____ Student ID# _____
 (Print) Last First MI

Undergraduate Student Graduate Student

Term 20 _____ Fall Winter Spring Summer

Instructor’s Name _____
 (Print)

Course _____
 Subject Catalog# Class Section Course Name

Reason for Requesting an Incomplete _____

 Student’s Signature

 Date

Part II To be completed by the instructor

Coursework to be completed _____

Deadline for Completion _____

 Instructor’s Signature

 Date

***Instructions to Course Instructor:** Please submit completed form to the Office of the Registrar’s in Lownik 103 or #regsitrars@ben.edu

Part III To be completed by the Office of the Registrar

Incomplete Approved: Yes No

 Date Entered (mm/dd/yyyy) and Initials of Registrar Staff