



**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 one regular term from which the course is originally offered. For Fall Incompletes all work must be completed no later than the end of the Spring term. For Winter, Spring and Summer Incompletes all work must be completed no later than the end of the Fall term. 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, or if there is no final exam before the last day of class and have sign off from both the Professor and Department Chair or Mesa Program Coordinator.

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

Incomplete Extension 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 [Regsitrars@ben.edu](mailto:Regsitrars@ben.edu) for Lisle Campus and [MesaRegistrars@ben.edu](mailto:MesaRegistrars@ben.edu) for Mesa Campus.

**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