

Students on Academic Probation are not eligible for incompletes

To the Student: 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.

The Office of the Registrar will perform verification of a student's academic status.

Please work on **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
At this time, all signatures, where required, must be hand-written on the form

 Date

Part II To be completed by the instructor

Coursework to be completed	Deadline for Completion
_____	_____
_____	_____

 Instructor's Signature
At this time, all signatures, where required, must be hand-written on the form

 Date

***Instructions to Course Instructor:** Please submit completed form to the Office of the Registrar's in Lownik 103*

Part III To be completed by the Office of the Registrar

_____	Incomplete Approved Yes _____	No _____
Student's GPA		

 Date Processed

 Office of the Registrar Official Signature