



OFFICE OF THE REGISTRAR

APPLICATION FOR AN INCOMPLETE PART 1: INSTRUCTIONS

GENERAL INFORMATION REGARDING INCOMPLETES

- The college grants incompletes when students through no fault of their own are unable to complete the course work during the term. Incompletes are not granted for work simply neglected. In the absence of an approved incomplete, all work for a course is due by the last day of examinations or by such deadlines set by the instructor.
- Incompletes normally will not exceed four weeks from the last day of examinations. Shorter terms may be specified and are encouraged wherever appropriate to the work to be done. All requests for longer than four weeks should be based on conditions beyond the student's control, such as continuing illness, and the reasons clearly stated in this request.

DIRECTIONS FOR REQUESTING AN INCOMPLETE

1. Read the information regarding incompletes.
2. Complete the Student Section.
3. Obtain the Instructor's statement of support and Dean's Approval.
4. Return the Application for an Incomplete to the Office of the Registrar before the beginning of finals.
5. Submit all work for which incompletes are granted to the instructor.

NOTIFICATION OF APPROVAL

Your request for an incomplete in _____ during _____
Course Term and year

has been approved. Hand in the work to be done to the Office of the Registrar by _____.
Date

 Dean's signature

 Date

