



REQUEST FOR INCOMPLETE & PLAN FOR COMPLETION

A student may request a temporary grade of incomplete when the work of the student has been generally satisfactory, but for reasons beyond the student's control it has not been possible to complete certain assignments. An instructor may not give an incomplete unless the student has requested it.

For Main Campus Students

If an incomplete is given, the deadline for finishing the course work is 30 days after the beginning of the semester (fall, spring, summer) following the semester in which the incomplete is given. An earlier deadline may be imposed as agreed to by the student and teacher. Incomplete forms must be submitted to the registrar's office by the end of the grading period for the semester. A grade of "F" will automatically be entered as a final grade if the remaining work is not completed by the deadline.

For Professional Studies Students

If an incomplete is given, the deadline for finishing the course work is 30 days after the close of the session for which the Professional Studies student is petitioning an extension. An earlier deadline may be imposed as agreed to by the student and instructor. Professional studies students are required to have completed a minimum of 50 percent of the course work before an incomplete can be granted. Extension of the deadline may be allowed by special permission by the vice president for academic affairs in cases of illness or other conditions beyond the student's control. Requests for extensions of deadlines must be initiated by the student and endorsed by the instructor involved in order to be considered. **If remaining course work is not completed by the agreed deadline, the**

course grade existing prior to the request for incomplete will be entered as the final grade.

PART A – to be completed by student

Name	
Student ID	
Course Name	
Course ID	
Semester / Session	

REASON FOR INCOMPLETE: (Required)

Student's Signature _____

Date _____

PART B – to be completed by instructor

PLAN FOR COMPLETION: The following work remains to be done before a final grade can be recorded:

Date for Completion: _____

Instructor's Signature _____ Date _____

Rec'd by Reg. Office: _____

Processed by & Date: _____