**Incomplete Request Form**

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| An incomplete may be granted only for unexpected illness or other unexpected unusual circumstances. In order to be eligible for an incomplete grade a student must have 2/3 of the course work completed (excluding the final exams) and have a passing grade (5 and/or above) at the point of application. A student must request an incomplete and receive the professor's recommendation by the last day of classes.The final grade for an incomplete should be reported to the Registrar as soon as the incomplete work is finished but not later than two weeks before the end of the following full term. The I grade becomes a F (0-4) if the student has not completed the work within the time allowed. If the student’s situation fits with the circumstances indicated in point 1, the Registrar, in consultation with the Academic Vice President, may authorize a W (Withdrawn) in those courses which the student was passing at the time he/she became incapacitated. Courses carrying a grade of W receive no credit and are not counted as hours attempted. Academic leave does not negate these requirements.**Student's name:** **For:** Fall Spring Summer (Year)**Course number:** **Course title:** **Reason for an incomplete:**   **By signing below I indicate my understanding and agreement with the policy.**  |

Student's Signature: Date:

Instructor's Signature: Date:

Registrar's Signature: Date: