

Request for an Incomplete

Students on Academic Probation are not eligible for incompletes.

To the student: 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. You will be notified by e-mail on the status of your request for an incomplete.

PART I: To be completed by the student				
First Name:		Last Name:		ID Number:
Subject:	Catalog #:	Section:	Course Title:	
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring (January session) <input type="checkbox"/> Spring (regular semester) <input type="checkbox"/> Summer				Year:
Reason for Requesting an Incomplete:				
Student Signature _____			Date _____	
PART 2: To be completed by the instructor (please submit the completed form to the Registrar)				
Coursework to be completed:			Deadline for Completion	
Instructor Name:				
Instructor Signature _____			Date _____	
Department Head Signature _____			Date _____	
PART 3: To be completed by the Registrar's Office				
Student GPA:		Incomplete Approved: YES NO		
Date Processed:		Signature:		