

Graduate Student Request for an Incomplete

All work is due on the last day of classes unless the student has asked for and been granted an official "incomplete" by the teacher. Students have the responsibility to communicate with faculty to determine whether they are eligible for an incomplete. Faculty members are under no obligation to grant an incomplete unless they feel it is warranted. Students on academic probation are not eligible to receive an incomplete in any class. An incomplete may be awarded only if the student has already done substantial passing work in the course and the teacher judges the reasons for granting incomplete status to be valid (e.g., illness, serious personal crisis, accident, extenuating academic circumstances). In this situation, the teacher will submit a special incomplete form instead of the regular evaluation form. The form will specify the work that is owed and the date it is due. The teacher may also choose to write an evaluation and assign a provisional grade on the basis of what has been completed thus far. For fall semester incompletes, all work must be turned in by January 15, and for yearlong or spring semester courses all work must be turned in by June 30. Faculty must submit final reports no later than February 15 for fall incompletes, and not later than August 1 for spring and yearlong incompletes.

SLC Student Handbook

STUDENT NAME: _____ **ID #:** _____

For which course is the incomplete being requested? (A separate form must be completed for each course):

Title	Teacher
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Reason for requesting an incomplete: _____

I have read the policy above and understand the final deadline for submitting the remaining work for this class. I understand that if I do not submit my work by the deadline, the grade on my teacher's incomplete form will be posted to my transcript. Once the course has been posted by the Registrar it will not be changed under any circumstances.

Student's signature: _____ **DATE:** _____

Faculty approval

WORK DUE DATE * _____

*May be no later than June 30 for spring or year-long & January 15 for fall courses

Reason for granting this incomplete _____

Please list the remaining course work to be submitted and method of submission (i.e. email, FedEx, etc):

Work left to be submitted _____

To be submitted via _____

I have discussed with the student what remains to be submitted and agree to grant an incomplete for this course until the above date. I will complete the faculty incomplete evaluation form instead of the regular evaluation form and I will write an evaluation of the work completed so far. If the student submits the remaining work by the deadline I will update the evaluation at that time.

Teacher: _____ DATE: _____

Program Director: _____ DATE: _____

(An e-mail from the director may be attached as an electronic signature.)

Student must return completed form to the Graduate Studies Office by last day of class.

12/3/21