

## FORM for REQUESTING AN INCOMPLETE (I)

Should you need to petition for an Incomplete(I) for a course, you must complete and return this form to the RAQA Office **before the last class meeting** (failure to meet this deadline will result in an automatic "F" for the course).

- Please complete and sign the top portion, then ask your instructor to complete and sign the bottom.
- All sections must be completed for the form to be approved.
- Assignments are due within 30 days of the last class meeting, or the "I" is converted to an "F" and cannot be changed.
- **An academic hold is placed on the student's account until the Incomplete is finished.**

### To be completed by the Student:

Name: \_\_\_\_\_ Tuid: \_\_\_\_\_

Course number and title: \_\_\_\_\_

Semester and year: \_\_\_\_\_ Section: \_\_\_\_\_ CRN: \_\_\_\_\_

Reason for Incomplete: \_\_\_\_\_

Automatic Default Grade if specified work is not finished by the deadline indicated on this form: \_\_\_\_\_ **F** \_\_\_\_\_

Date material will be completed\*\* \_\_\_\_\_ (List a specific date that does not exceed 30 days from the last class meeting.)

Student Signature:\*\* \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by the Instructor:

Instructor's Name: \_\_\_\_\_

Number of Classes Attended by the Student: \_\_\_\_\_

Score(s) earned by the student in course (specify each grade for midterm, homework, papers, etc.):

\_\_\_\_\_

Specific details of course work the student must finish to complete all course requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Director of Graduate Studies or Assistant Dean (required for Approval of Incomplete):

\_\_\_\_\_ Date: \_\_\_\_\_

Academic Hold Placed on Student's Account: \_\_\_\_\_ (Date) Date the Incomplete Converts to an F: \_\_\_\_\_

\*\*By signing this form, you agree to finish the Incomplete by the stated deadline. Failure to do so results in an automatic "F." **All Incompletes must be completed within 30 days from the date of the last class meeting.** If there are extenuating circumstances for an extension, the student is required to submit a new Incomplete Form with documented evidence for the additional 1-month extension.