

INCOMPLETE REQUEST FORM

The catalog (in the Academic Standing section) states you may request extended time for a course if you have "extenuating circumstances." These circumstances are defined as "unusual and unavoidable circumstances that hinder completion of assigned work." If you need to apply, consider that you are asking for preference over other students.

Please complete the STUDENT REQUEST section and have the professor of the class complete the PROFESSOR'S RECOMMENDATION section. This form should be returned to the Registrar's office not later than November 30 for fall semester courses and no later than April 30 for spring semester courses.

STUDENT REQUEST

Print Name \_\_\_\_\_ SS# \_\_\_\_\_  
(Last) (First) (Middle)

Course \_\_\_\_\_  
(Number) (Title)

What is the emergency? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(You may continue on a separate sheet)

If approved, the student gives COMPLETED WORK TO THE REGISTRAR who will send it to the professor. If the work is not given to the Registrar on time, the incomplete will become an F grade.

-----Students, Please do not write below this line.-----

PROFESSOR'S RECOMMENDATION

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Signature \_\_\_\_\_

Comments \_\_\_\_\_

If Yes, date for completion (4 weeks after end of exams is limit): \_\_\_\_\_

Note: If test is involved, please send it to Karin Deussing. At the professor's discretion the grade may be reduced.

Decision of Faculty: Yes: \_\_\_\_\_ No: \_\_\_\_\_