

REQUEST FOR INCOMPLETE

SEE CATALOG FOR POLICY ON INCOMPLETES

ALL ITEMS MUST BE COMPLETED BEFORE THIS REQUEST WILL BE GRANTED.

LAST DAY FOR INCOMPLETE REQUEST _____ *Fee \$25*

(Consult Academic calendar—enter deadline date on this line)

REQUEST FOR INCOMPLETE AFTER DEADLINE FEE \$40

(Deadline date listed above)

1. NAME _____ ADVISER _____

2. COURSE NO. _____ TITLE _____

3. SEMESTER _____ YEAR _____

4. REASON FOR REQUESTING INCOMPLETE _____

5. COMPLETION DATE (maximum of 45 days from the last day of the appropriate semester) _____

DATE OF LAST CLASS _____

(Consult Academic Calendar for Date)

(If the work is not complete by the above completion date [5], a REQUEST FOR EXTENSION OF INCOMPLETE form – signed by the student, professor and campus dean – must be filed in the Registrar's Office no later than the above completion date [5], or the course grade, or that portion of the course grade which is incomplete, automatically becomes an "F".)

6. WORK TO BE COMPLETED _____

7. STUDENT SIGNATURE _____ DATE _____

8. APPROVAL OF PROFESSOR _____ DATE _____

9. APPROVAL OF ADVISER _____ DATE _____

(Adviser please note that incomplete hours that extend into a new semester must count in the student's total enrolled hours for the new semester.)

10. APPROVAL OF DEAN _____ DATE _____

11. _____ PROCESSING FEE PAID _____ DATE _____

12. RECORDED IN REGISTRAR'S OFFICE _____ DATE _____

OFFICE USE ONLY

ORIGINAL TO REGISTRAR

COPIES TO ADVISER PROFESSOR

STUDENT

STUDENT FILE

revised 10/15/2008