APPLICATION FOR INCOMPLETE

STUDENT NAME ___________________________ CLASS YEAR ________
    Last          First          Middle          Camel Number

HOME ADDRESS ____________________________________________
            Street Address
            City          State          Zip

CAMPUS BOX # ____________________

COURSE ___________________________________________
            Dept.          Course #          Section
            CRN: __________________

BASIC REGULATIONS FOR MISSING WORK

All course work is normally due by the last day of examinations for the semester. An incomplete for up to four weeks after the last day of examinations may be granted only with the approval of the instructor and the class dean. Incompletes extended beyond four weeks require a petition to the Committee on Academic Standing and will be granted only in the most extraordinary of circumstances. **DO NOT E-MAIL OR FAX YOUR COURSE WORK TO THE OFFICE OF THE REGISTRAR.**

All outstanding course work must be submitted through the Office of the Registrar. If a final grade has not been submitted within four weeks of the beginning of the following semester, the incomplete grade will be replaced with an administrative failure. An administrative failure will be calculated into the grade point average as a failure, unless the instructor submits a different grade, based on previously completed work.

If the missing work is not completed on or before the due date, the instructor will report a grade which reflects the quantity and quality of work completed in the course in relation to the total work required.

INDICATE MISSING WORK AND DUE DATE FOR THE MATERIAL IN QUESTION

☐ EXAMINATION

DUE DATE: ___________________________

☐ To be taken on campus through the instructor. (Arrangements are made between student and instructor.)

☐ To be taken on campus through the Office of the Registrar. (Student is required to make an appointment with the Registrar’s Office at least a day in advance. The instructor will be notified when the exam has been completed.)

☐ To be mailed home by the Instructor or Departmental Administrative Assistant. (When the examination is completed, the student should either personally deliver it to the Instructor, or send it by Certified Mail, return receipt requested. If sending by mail, the student is advised to retain a photocopy of the examination as a personal back-up.)

☐ PAPERS

DUE DATE: ___________________________

(Papers should be submitted directly to the Instructor or Departmental Administrative Assistant, either in person or by mail. If sending by mail, the student is advised to retain a photocopy of the material as a personal back-up and to send the originals by Certified Mail, return receipt requested.)

☐ OTHER MISSING WORK

DUE DATE: ___________________________

(Special arrangements will have to be made, at the convenience of the instructor, for other missing work, such as a scheduled examination involving audio-visual material, a laboratory project, presentation of work in the visual and performing arts, or other forms of course assessment that depart from the usual written work.)

INSTRUCTOR’S SIGNATURE ___________________________ DATE ___________

DEAN’S SIGNATURE ___________________________ DATE ___________

Revised 11/22/2011