

**HOOD COLLEGE; OFFICE OF THE REGISTRAR  
GRADUATE APPLICATION FOR AN INCOMPLETE (INC) GRADE**

A student who wishes to apply for a grade of "INC" must secure and complete, with the instructor, this Application for Incomplete Grade form. A grade of "INC" (Incomplete) may be assigned when illness, emergency, or other unusual circumstances beyond the student's control prevent the student from completing the assigned coursework and/or examination(s) by the end of the semester. An incomplete may not be granted unless a student has completed at least half of the work of the course with a passing grade. **This completed form must be approved and submitted to the Registrar's Office by the last day of classes for the term.** Upon completion of related assignments, the grade of "I" will remain permanently on the student's transcript with the final grade earned beside it.

STUDENT NAME: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_

DEGREE PROGRAM: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

SEMESTER & YEAR: \_\_\_\_\_

REASON FOR INCOMPLETE (PLEASE BE SPECIFIC):  
\_\_\_\_\_  
\_\_\_\_\_

**STANDARD DEADLINES FOR COMPLETION\*:**

**FALL & WINTER COURSES: MARCH 15**

**SPRING COURSES: AUGUST 15**

**SUMMER COURSES: OCTOBER 15**

***\*INSTRUCTORS HAVE THE RIGHT TO DESIGNATE DEADLINES BEFORE THE STANDARD DEADLINES LISTED ABOVE. REQUESTS FOR EXTENSIONS MUST BE SUBMITTED BY THE STUDENT AND APPROVED BY THE INSTRUCTOR, PROGRAM DIRECTOR AND REGISTRAR.***

INSTRUCTOR NAME: \_\_\_\_\_

Work to be completed by this date (may not be later than dates indicated above): \_\_\_\_\_  
*Instructor must submit the final grade to the Registrar's office within 7 calendar days of the deadline.*

If work is not completed by this date, the instructor will report a grade of \_\_\_\_\_. The following provisions and/or coursework must be met/submitted for the removal of the incomplete grade:

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

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROGRAM DIRECTOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

REGISTRAR'S OFFICE: \_\_\_\_\_

DATE: \_\_\_\_\_