

UNDERGRADUATE APPLICATION FOR AN INCOMPLETE GRADE

A request for a grade of Incomplete (INC) should be filed only for extenuating circumstances, such as illness or serious emergency beyond the student's control. 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. After the instructor assigns a final grade, an "I" remains permanently on the record with the final grade earned beside it.

**DEADLINES FOR COMPLETION*: FALL COURSES: MARCH 15; SPRING COURSES: AUGUST 15;
 SUMMER COURSES: OCTOBER 15**

**Requests for extensions must be submitted by the student and instructor to registrar@hood.edu.*

Section 1: Student Section

Student Name: _____ Student ID#: _____

Student Email: _____ Expected Graduation Date: _____

Reason For Incomplete (please be specific): _____

The **course** for which you are requesting an INC grade: _____

List all other courses from **this semester** for which you're requesting an INC grade: _____

Section 2: Instructor Section

Instructor's Name (please print): _____

Has the student completed at least one half of the course material: YES NO

Has the student met your attendance requirement: YES NO

Work to be completed by the following 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 assignments and/or coursework to be completed:

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

DEPARTMENT CHAIR'S SIGNATURE: _____

DATE: _____

STUDENT'S SIGNATURE: _____

DATE: _____