



HOOD COLLEGE

DIVISION OF ACADEMIC AFFAIRS
Office of the Registrar

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. Upon submission of the final work by the student, the instructor will notify the registrar's office of the final grade, which will be entered on the student's transcript for the course, replacing the original INC grade.

**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're 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: _____