HOOD COLLEGE; OFFICE OF THE REGISTRAR
GRADUATE APPLICATION FOR AN INCOMPLETE 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.

STUDENT NAME:_____   STUDENT ID#:_____

STUDENT EMAIL:_____   DEGREE PROGRAM:_____

COURSE NUMBER:_____   SEMESTER & YEAR:_____

REASON FOR INCOMPLETE (PLEASE BE SPECIFIC):
_____
_____

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 APPROVED BY THE INSTRUCTOR, PROGRAM DIRECTOR AND REGISTRAR.

INSTRUCTOR:
Work to be completed by _____ (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: _____