

**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.** 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):  
\_\_\_\_\_  
\_\_\_\_\_

**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 NAME:** \_\_\_\_\_

Work to be completed by \_\_\_\_\_ (may not be later than dates indicated above). Instructor  
DATE

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: \_\_\_\_\_