HOOD COLLEGE
Office of the Registrar
APPLICATION FOR INCOMPLETE GRADE
Due to the Office of the Registrar no later than the last day of classes

Name: _____ ID# _____ Class of: _____
Last First M.

A request for a grade of incomplete should be filed only for extenuating circumstances, such as an illness or serious emergency beyond the student's control. An incomplete will not be granted if: **1)** the student has not completed at least half of the work of the course; **2)** the student's progress in the course is not passing (D- or above) at the time the incomplete is requested.

Course: _____ Semester/Year :_____

Reason for incomplete (please be specific):_____

FALL semester incomplete must be completed no later than MARCH 15*
SPRING or SUMMER incomplete must be completed no later than OCTOBER 15*
***Requests for extension granted by the Committee on Academic Standards and Policies upon written request by the student with the approval of the course instructor.**

Work will be completed by _____ (may not be later than the dates indicated above)
Instructor must submit a final grade to the Registrar's office within 7 calendar days of the deadline.
Work or assignments to be completed _____

_____

YOU WILL RECEIVE A GRADE OF ZERO FOR THE WORK OR ASSIGNMENTS LISTED ABOVE IF NOT COMPLETED BY DATE INDICATED

List all courses from **previous semesters** in which you still have an INC grade: _____ _____

_____ _____

List all other courses for which you are requesting an INC **this semester**: _____ _____

_____ _____

_____ _____
Student Signature Date

INSTRUCTOR:

Has student completed at least one-half of the course material?	Yes	No
Has student met your attendance requirement?	Yes	No
Is it feasible for student to complete the remaining work in the time allotted?	Yes	No

Comments: _____

_____

_____ _____
Instructor Signature/Date Department Chair Signature/Date

Final grade to be recorded by Registrar if work is not completed by deadline _____

____ Approval Granted This section to be completed by the Registrar.

____Not Approved. Reason: _____

_____
Registrar Date

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Copies: Student- Yellow / Instructor - Pink