COURSE INCOMPLETE

NOTE: If a student cannot complete his/her course within the semester, approval for an incomplete must be secured from the instructor and submitted to the Dean’s Office. Should the work not be completed by the applicable deadline (no later than April 15th for the Fall semester and October 1st for the Spring semester) the grade will automatically convert to a “F.” (Regs: XIII E.4)

[ ] Fall semester
[ ] Spring Semester
[ ] Other: ______________________________

Student’s name: __________________________ Date: __________________

[ ] M.A.                                  Area: ______________________________
[ ] Ph.D.

[ ] Arts and Letters.
[ ] Medical Humanities

Course Number and Title:
________________________________________________________________________

Work to be completed (e.g., paper, exam, other):
________________________________________________________________________

If work is due prior to CSGS deadlines please give date for work to be completed by:
________________________________________________________________________

Completion deadlines: No later than April 15th for the Fall semester and October 1st for the Spring semester.

Approved by: __________________________ Date: __________________
Instructor’s Signature

______________________________ Date: __________________
Dean’s Signature

cc: Registrar