



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