

**HOOD COLLEGE; OFFICE OF THE REGISTRAR
GRADUATE APPLICATION FOR AN INCOMPLETE (INC) 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 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.

STUDENT NAME: _____

STUDENT ID#: _____

STUDENT EMAIL: _____

DEGREE PROGRAM: _____

COURSE NUMBER: _____

SEMESTER & YEAR: _____

REASON FOR INCOMPLETE (PLEASE BE SPECIFIC):

STANDARD DEADLINES FOR COMPLETION*:

FALL & WINTER COURSES: MARCH 15

SPRING COURSES: AUGUST 15

SUMMER COURSES: OCTOBER 15

****INSTRUCTORS HAVE THE RIGHT TO DESIGNATE DEADLINES BEFORE THE STANDARD DEADLINES LISTED ABOVE. 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 this 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 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: _____