REQUEST FOR INCOMPLETE

(Must be completed by the instructor and signed by the instructor and student before submitted for approval.)

Date ________________________

Student’s Name ___________________________ Student ID ___________________________

CUA Email ___________________________ Phone Number: ___________________________

Course number ________________________ Title ___________________________

Semester: [ ] Fall [ ] Spring Academic Year: ____________
(Incompletes are not permitted in summer session courses.)

Instructor’s Name ___________________________________________________________________

Reason for Incomplete: __________________________________________________________________

Policy on Incompletes
(from the Announcements)

The grade of I (incomplete) may be given only to a student who has not completed the requirements of a course for legitimate and documented reasons, provided the work thus far completed in the course was of passing quality. The grade of I may not be given to one who has simply failed to meet the academic requirements of the course on time.

Incomplete grades must be removed before midsemester of the succeeding term whether or not the student continues in residence. If the incomplete is not removed by the midsemester, the incomplete will be recorded as a grade of F (failure).

Under extraordinary circumstances, but before the date of the midsemester following the reported incomplete, a student may petition the instructor of the course and the academic dean of the school in which the student is enrolled for an extension [through a separate form, available in the Music Office] of the period normally allowed for removal of the Incomplete.

Student’s Signature ___________________________ Date ____________

Instructor’s Signature ___________________________ Date ____________

Approval of Dean ___________________________ Date ____________