



# Incomplete Explanation Form

## Office of Advising & Registration

4<sup>th</sup> Floor, Dewar Union  
Hartwick College  
Oneonta, NY 13820  
Tel: 607-431-4460; Fax: 607-431-4260

Name: \_\_\_\_\_ ID No.: \_\_\_\_\_

Date: \_\_\_\_\_ Major: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Term and Year: \_\_\_\_\_

The information on this form will be used by the Committee on Academic Standards in reviewing students at the end of the term.

### DEADLINES FOR INCOMPLETE GRADES:

Spring and Summer	October 30
Fall and January	March 30

### Reasons for Incomplete:

- \_\_\_\_\_ Student became ill and had to leave before the end of the term.
  - \_\_\_\_\_ Student had a family emergency and had to return home before the end of the term.
  - \_\_\_\_\_ Student was assigned a term paper that was not completed before the end of term.
  - \_\_\_\_\_ Nature of course was such that student was not able to complete research project in time.
  - \_\_\_\_\_ Student did not complete work for the course probably due to student's procrastination.
  - \_\_\_\_\_ Other (Be brief but complete): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Percentage of work completed when Incomplete was issued:

Less than 80% \_\_\_\_\_ or  
Approximately 80% \_\_\_\_\_ 85% \_\_\_\_\_ 90% \_\_\_\_\_ 95% \_\_\_\_\_

Grade prior to Incomplete was at about \_\_\_\_\_ level. (Grade Level)

Other information of value to the Committee in reviewing this student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This Incomplete has been discussed with the student, who knows what must be done to finish the course.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date