

INCOMPLETE EXPLANATION FORM

Incomplete  
Issued to:

\_\_\_\_\_ (Student's Name)

\_\_\_\_\_ (Term & Year)

\_\_\_\_\_ (Course Number & Title)

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

DEALINES FOR INCOMPLETE GRADES:

Spring and Summer  
Fall and January

October 30<sup>th</sup>  
March 30<sup>th</sup>

Reasons for Incomplete:

- \_\_\_\_\_ Student became ill & had to leave before the end of the term
- \_\_\_\_\_ Student had family emergency & had to return home before the end of the term
- \_\_\_\_\_ Student was assigned term paper which 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 in time 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.

\_\_\_\_\_ Professor's Signature

\_\_\_\_\_ Date