



# Extension of Incomplete Deadline

Office of the Registrar  
101 Bresee Hall  
Hartwick College  
Oneonta, NY 13820  
Tel: 607-431-4460; Fax: 607-431-4260

For office use only:

Received: \_\_\_\_\_

Processed: \_\_\_\_\_

**Instructor: complete this form with the student and return it to the Registrar's Office. CAUTION: Students receiving TAP Grants may lose financial aid as a result of this request—check before submitting.**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course Number & Title: \_\_\_\_\_

Term in which course began: \_\_\_\_\_ Normal deadline to make up Incompletes issued this term: \_\_\_\_\_

New deadline agreed to by student and instructor (**check one**):  October 30  March 30

**\*NOTE: an incomplete may only be extended ONCE. If a grade is not submitted by the appropriate date, a grade of "F" will be recorded.**

## To be completed by instructor

1. Was this course designed for completion within the term in which it was offered?  YES  NO
2. If so, what percentage of the students completed the work within the term? \_\_\_\_\_
3. If not, what was the rationale for extending work beyond the normal term?
4. Was an alternative time limit originally established for the completion of work? If yes, please specify.

## To be completed by the student

1. Why were you unable to complete the work for this course within the usual time limites (leading to the temporary grade of Incomplete)?
2. Why do you find that you cannot finish within the established deadlines for make up an Incomplete (Oct. 30 for Spring/Summer and March 30 for Fall/January courses). Note: Only serious reasons justify further extension.
3. Can you now undertake to complete all work sufficiently in advance of the new deadline specified above to permit your instructor to submit a permanent grade by that date? (Allow at least two days if written work must be evaluated).

***By signing this form you are stating that you support this application for an extension and accept the new specified deadline for submission of a final grade.***

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date