



## **How to request an Incomplete for a class**

When a student considers him or herself unable to complete a given class he or she is currently taking, the student can discuss with the instructor of the class about the possibility of taking an incomplete for the class.

If the instructor agrees to grant the student an incomplete for the class, the instructor will discuss with the student the remaining work that the student will have to complete within a specified timeframe. Once both the instructor and the student mutually agree upon the requirements and timeframe for completing the class, there is no further paper work required for the student. The instructor will file an incomplete report to the registrar and a copy of the report will be sent to the student.

The Incomplete Report will state the requirements and deadline for removing the Incomplete. The student will have to complete and turn in the requirements to the instructor before the deadline. If the student does not fulfill the requirements specified in the Incomplete Report, the grade of the class will automatically turn into an F.

It is the student's responsibility to keep track of the deadline for removing the Incomplete. If you have any further questions about requesting an Incomplete for a class, please contact the instructor of that class.

*Note: Please go to [academic calendar](#) to find out the deadline.*