

APPLICATION and AUTHORIZATION for INCOMPLETE GRADE

STUDENT: Please complete top portion of this form, then submit to Instructor

NAME: _____ Student ID #: _____
Last First MI found on Goucher OneCard

COURSE INFORMATION

Semester: _____ Term: _____ Year: _____

Course ID: _____ Section #: _____

Course Title: _____

I understand that all work must be completed no later than the last day of the sixth week of the semester following the semester in which the Incomplete is granted, and that papers, projects and examinations must be submitted directly to the Instructor by that date. If the work has not been completed by the last day of the sixth week, the Instructor shall award a grade. Unresolved incompletes will be changed to F/NP on the transcript at the end of the examination period of the semester in which the Incomplete was to be have been resolved. I also understand that upon submission of this application/signed authorization to the Office of the Registrar, an Incomplete grade will temporarily appear on my record. It will then be replaced with the final grade upon resolution of the Incomplete.

STUDENT'S SIGNATURE: _____ Date: _____

INSTRUCTOR: Please complete this section, then remit to: Registrar@goucher.edu

Incompletes at Goucher College are given only for reasons beyond Student's control. In all instances, Student must initiate application for an incomplete with Instructor before the last day of the course. Incompletes are intended to apply to cases where approximately three-quarters of the work of the semester can be completed by the end of the semester. If the work to be done involves more than one-quarter of the course, and the reasons for Student's failure to complete the work are legitimate, the Instructor may recommend to the Program Director that the Student be permitted to withdraw from the course. When the parties fail to agree, the case may be referred to the Associate Provost.

Medical Reasons: student may be required to substantiate with statement from director, or student health and counseling, or a treating physician.

Other Crisis: example - the death of a loved one.

Academic Reasons: factors within the course that have caused an unavoidable delay and would have posed an insurmountable difficulty for a person taking the course regardless of ability or previous preparation. This category of Incomplete is not to be used merely to allow the student time to do a more thorough job.

Remaining work to be completed: _____
(Continue on 2nd page, if needed)

INSTRUCTOR'S NAME (printed): _____

INSTRUCTOR'S SIGNATURE: _____ Date: _____