



GOUCHER COLLEGE

Student Administrative Services \* 1021 Dulaney Valley Road Baltimore, Maryland 21204-2794  
410-337-6500 \* Fax: 410-337-6504 \* Email: [registrar@goucher.edu](mailto:registrar@goucher.edu) \* [www.goucher.edu](http://www.goucher.edu)

## **Application and Authorization for Incomplete Grade**

STUDENTS – PLEASE COMPLETE – RETURN TO SAS

<b>Last Name (please print)</b>		<b>First name</b>	<b>Middle I.</b>
<b>Goucher ID Number</b>		<b>Date</b>	
<b>Course Number and Section</b>	<b>Course Title</b>	<b>Instructor</b>	<b>Semester/Yr</b>

Incompletes at Goucher College are given only for reasons beyond the student's control. In all instances, the student must initiate application for an incomplete with the instructor, and except in the case of a last minute crisis or illness, a student must make application no later than the end of the twelfth week of the semester. 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-fourth of the course, and the reasons for the students's failure to complete the work are legitimate, the instructor may recommend to the associate dean that the student be permitted to withdraw from the course. When the parties fail to agree, the case may be referred to the academic dean.

— **Medical Reasons**

The student may be required to substantiate with a statement from the director of student health and counseling or a treating physician.

— **Other Crisis**

For example, the death of a parent.

— **Academic Reasons**

Factors within the course which have caused an unavoidable delay and would have posed an insurmountable difficulty for an person taking the course regardless of ability of previous preparation. **This category of incomplete is not to be used merely to allow the student time to do a more thorough job.**

<b>Work to be completed :</b>

**Approval :**

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

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 Student Administrative Services, an incomplete grade will permanently appear on my record beside the grade which will be posted at the expiration period for resolution of incompletes.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date