

**Application and Authorization for Incomplete Grade**  
**Office of the Registrar**

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Name : \_\_\_\_\_  
Last (please print) First Middle

Goucher ID Number : \_\_\_\_\_ Date : \_\_\_\_\_

Course Number & Section : \_\_\_\_\_ Course Title : \_\_\_\_\_

Instructor : \_\_\_\_\_ Semester/Year : \_\_\_\_\_

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**Incompletes at Goucher College are given only for reasons beyond the student's control**, namely medical reasons or death in family. In all instances, the student must initiate application for an incomplete with the instructor, and it must be submitted to the Registrar's office by 5 :00 p.m. on the last day of classes of each semester. Incompletes are intended to apply to cases where the student has completed at least three-quarters of the work of the semester. The instructor has the right to deny an application for an incomplete.

Students applying for an incomplete after the deadline, due to an emergency situation during exam week, must submit the request for an incomplete along with a petition for an exception to college policy, to the associate provost for undergraduate studies, prior to the submission of a grade. The associate provost will determine, in conversation with the instructor of the class, the eligibility of the application.

**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 a person taking the course regardless of ability or previous preparation. **This category of complete is not to be used merely to allow the student time to do a more thorough job.**

**Work to be completed :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Instructor/Student agreed Completion Date :  
(if other than policy deadline)

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**Approval :**

Instructor Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Note : The option to pursue an incomplete is only available until 5 :00 pm on the last day of classes. After this date the student is required to request an exception to college policy that necessitates the completion and submission of a petition form as well as this form. Both forms must be submitted to the Office of the Associate Provost for Undergraduate Studies. All requests will be reviewed but may not be granted.

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I understand that all work must be completed no later than the last day of the fifth week after the last final exam for 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 fifth week, the instructor shall award a grade. Unresolved incompletes will be changed to F/NP on the transcript at the end of the 5 week period after the last final exam date for the term in which the incomplete was granted.

Student Signature : \_\_\_\_\_ Date : \_\_\_\_\_