

Application and Authorization for Incomplete Grade
Office of the Registrar

Name : _____
Last (please print) First Middle

Goucher ID Number : _____ Date : _____

Course Number & Section : _____ Course Title : _____

Instructor : _____ Semester/Year : _____

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 the session in which the course ran. Incompletes are intended to apply to cases where the student has completed at least three-quarters of the work of the session. The instructor has the right to deny an application for an incomplete.

Students applying for an incomplete after the deadline, 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 : _____

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

Approval :

Instructor Signature : _____ Date : _____

Note : The option to pursue an incomplete is only available until 5 :00 pm on the last day of the session in which the course ran. 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.

I understand that all work must be completed no later than the last day of the fifth week after the final experience in the session in which the course ran, 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 deadline, the instructor shall award a grade. Unresolved incompletes will be changed to F/NP on the transcript at the end of deadline.

Student Signature : _____ Date : _____