Application and Authorization for Incomplete Grade

Name: ____________________________________________________________________

Last (please print)       First           Middle

Goucher ID Number: ________________ Date: __________________________

Course Number & Section: __________ Course Title: ______________________

Instructor: ________________________ Term/Year: ________________________

Incompletes at Goucher College are given only for reasons beyond the student’s control, namely medical reasons or death in family. Incompletes are intended to apply to cases where the student has completed at least 75% of the work of the session. The instructor has the right to deny an application for an incomplete. The complete policy regarding incomplete grades and their resolution can be found in the college catalogue at https://catalog.goucher.edu

Work to be completed:
1. ____________________________________________ 4. ____________________________
2. ____________________________________________ 5. ____________________________
3. ____________________________________________ 6. ____________________________

Instructor/Student agreed completion date for all remaining work

I have read and understood that all work must be completed no later than the last day of the fourth week after the final experience for all fall semester courses, and no later than the last day of the fifth week after the course end for spring semester, and that papers, projects and examinations must be submitted directly to the instructor by that date.

For Fall course, completion date no later than 4th week after final experience:___________

For Spring course, completion date no later than 5th week after final experience:___________

Student’s grade if no incomplete work submitted by deadline: __________

Student Signature: ___________________________ Date: __________________________

Approval:

Instructor Signature: ___________________________ Date: __________________________

The form should be submitted to the Registrar’s Office by the last day of classes for the course.