

**INTENT TO TAKE AN “INCOMPLETE”**

**STUDENT:** \_\_\_\_\_

**COURSE DEPT.:** \_\_\_\_\_ **COURSE NO.:** \_\_\_\_\_

**COURSE TITLE** \_\_\_\_\_

For:       Fall       Spring       Summer      Year \_\_\_\_\_

Reason for the request:

According to the catalog, the ordinary term requires that the “incomplete” be removed by the end of the current semester or no later than the subsequent semester, which may or may not include the summer session.

Terms for the above named student:

- Removed by the end of the current semester which will be: \_\_\_\_\_
- Removed by the end of the following semester which will be: \_\_\_\_\_
- Include the summer session of: \_\_\_\_\_

Other terms:

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

**Student**

\_\_\_\_\_ Date: \_\_\_\_\_

**Instructor**

\_\_\_\_\_ Date: \_\_\_\_\_

**Dean or Associate Provost**

\_\_\_\_\_ Date: \_\_\_\_\_

**Approved by the Vice President for Academics**

*Completed form submitted to the Office of the Registrar.*