

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

_____ Date: _____

Approved by the Vice President for Academics

Completed form submitted to the Office of the Registrar.