

# ANTIOCH UNIVERSITY

M I D W E S T

Office of the Registrar | 900 Dayton Street, Yellow Springs, OH 45387 | 937-769-1665 | midwest.antioch.edu

## Request for Award of "Incomplete"

A notation of Incomplete (INC) is granted in extenuating circumstances only and the decision to grant the INC lies with the course instructor. To request an INC, complete the form below and submit it to your instructor on or before the last day of class.

\*Teacher Licensure students should note that no INC will be granted in the quarter prior to Student Teaching.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Course Number: \_\_\_\_\_ Quarter: \_\_\_\_\_

Reason for requesting an Incomplete (INC) for this course (instructor may request documentation):

If my request for an incomplete is approved, I understand that I am responsible for reviewing the course evaluation to determine the outstanding work required to receive credit for this course, and for completing this work by the stated deadline. I accept responsibility for clarifying any questions I may have regarding this work.

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

.....  
To be completed by Instructor:

Decision: (please check one)                       Approved                       Denied

If denied, rationale for denial:

Deadline if approved: \_\_\_\_\_  
(no later than 2 weeks before the end of the subsequent quarter):

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

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**FOR INTERNAL PURPOSES ONLY:**

Program office submits original signed form and a completed INC narrative evaluation with the grade roster to the Registrar's Office by quarterly deadline. Program Office sends a copy of the signed form with the narrative evaluation to the student when evaluations are distributed. When the student completes the outstanding requirements, the Program Office submits a Change of Grade form and an updated narrative evaluation to the Registrar's Office. The grade will be changed from INC to CR, and the revised evaluation will replace the initial one in the student's permanent record.