

# REQUEST FOR INCOMPLETE IN A COURSE

Updated: 04-26-24

## Overview

A course incomplete (IN) is a transcript notation for a temporary extension. Approval is dependent both on the individual instructor's agreement and decision by the Academic Affairs Committee (AAC). Typically, non-completion of coursework for an incomplete by the date due will result in conversion of the "IN" to a failing grade.

- An Incomplete is not intended for falling behind on work and/or not doing well in a course.
- Note that a separate form must be completed for each course for which you are asking for an Incomplete.

## Student Instructions

1. **Submit this petition form by the appropriate deadline.**
  - a. **Fall 2023 Semester Courses Petition Deadline: Tuesday, December 12, 2023 (the last day of classes)**
  - b. **Spring Semester Courses Petition Deadline: Wednesday, May 10, 2024 (the last day of exams)**
2. Complete parts I & III
3. Ask your Advisor(s) to sign part II and your Instructor to complete part IV
4. **For consideration by the Academic Affairs Committee, Steps I, II, III, & IV MUST be completed**
5. Scan the completed form and send it as an attachment, along with supporting documentation, to [DOSO@trincoll.edu](mailto:DOSO@trincoll.edu) via email, with "Request for Incomplete" and your name in the subject line.

## PART I (To be completed by student)

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First Middle Initial

Home Address: \_\_\_\_\_ Trinity Post Office Box #: \_\_\_\_\_

Trinity Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Non-Trinity Email: \_\_\_\_\_ Class Year: \_\_\_\_\_

Course: \_\_\_\_\_  
Subject Course Number (ex. SUBJ 101-01)

Instructor Name: \_\_\_\_\_

Advisor(s) Name: \_\_\_\_\_

## Part II (To be completed by Advisor)

1. Have you discussed or communicated about this situation with your advisee? Yes ☐ No ☐
2. Comments for the Committee (Optional):

Advisor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part III (To be completed by the student)****1. Statement: What are your reasons for requesting an Incomplete?**

"The request must state the reasons which prevented the completion of work, and the reasons must be verifiable." (Handbook, "Incompletes", Provision 2).

"The subcommittee (of the Academic Affairs Committee) will grant an Incomplete only when the student was unable to complete the course work for verified wholly unusually or unforeseen difficulty of the magnitude of serious illness or death in the immediate family or for sound educational reasons. *Too much work at the end of a semester shall NOT constitute grounds for assignment of Incomplete, nor shall simple failure to fulfill final course work, such as final examinations or papers.*" (Handbook, "Incompletes", Provision 4).

**2. Documentation:**

Complete, comprehensive documentation is required (on professional letterhead), statement from primary doctor indicating seriousness of medical condition, date of onset and how it may have impacted on studies. Please send your medical documentation to [DOSO@trincoll.edu](mailto:DOSO@trincoll.edu).

**Student Signature:** \_\_\_\_\_

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

**Part IV (To be completed by the instructor)**

1. Has the student completed approximately  $\frac{3}{4}$  of the work of the course? Yes ☐ No ☐
2. Please list the remaining work needed from the student to finish the course.

3. How much time will be necessary to complete the remaining work?

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4. Choose a Due Date:

"The time when the conditions must be fulfilled in order to remove the Incomplete will be set by the subcommittee (of the Academic Affairs Committee) in consultation with the instructor and student." (Handbook, "Grades", Provision 5).

- An Incomplete that is not finished by the due date typically converts to a failing grade.
- The student and instructor should stay in communication about the coursework as needed.
- Usually, it is preferable for students to complete past work before the demands of a new semester begin.
- Due dates are up to the instructor but may be something like the following.

**Please select the deadline which the student must submit coursework for Fall 2023 Semester Courses:**

- ☐ Thursday, December 27, 2023 (i.e., first day grades are due)  
☐ Friday, January 19, 2024 (i.e., before start of new semester)  
☐ Friday, February 23, 2024 (i.e., within one month of start of new semester)  
☐ Other: \_\_\_\_\_ (must be before May 10, 2024, last day of Spring 2024 final exams)

**Please select the deadline which the student must submit coursework for Spring 2024 Semester Courses:**

- ☐ Due by Friday, May 17, 2024 (i.e., before start of Summer Session I)  
☐ Due by Friday, June 21, 2024 (i.e., before start of Summer Session II)  
☐ Due by Friday, August 2, 2024 (i.e., before Summer Grade Deadline)  
☐ Other: \_\_\_\_\_ (Must be before the last day of Fall '24 final exams.)

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_