

Request for Incomplete

To request an incomplete:

- 1) Fill out this form as well as the Grand Valley State University Incomplete Form (available in the Sociology Department office).
- 2) Take both forms to your instructor – he or she will determine whether or not to grant the incomplete and, if granted, will list on the GVSU form what work needs to be completed.
- 3) Submit both completed forms to the Sociology Office for review by the Department Chair.

The incomplete will be granted by the department and forwarded to the Dean of the College if approved by *both* the instructor and the Chair.

The GVSU catalog defines an incomplete thusly:

This is a temporary grade given for work that is lacking in quantity to meet course objectives. It may be assigned when illness, necessary absence, or other reasons generally beyond the control of the student prevent completion of the course requirements by the end of the semester. This grade may not be given as a substitute for a failing grade or withdrawal. Unless changed by the instructor, the I will be changed to an F (NC when appropriate) according to this schedule: fall semester incompletes, end of winter semester; winter and spring/summer incompletes, end of fall semester.

Student Name: _____ G#: _____

Email Address: _____ Phone: _____

Course for which incomplete is being requested: _____

Explain the reasons for this incomplete request:

(As per GVSU policy this must include “reasons generally beyond the control of the student.” Use reverse of form if necessary. If this is a medical reason you must provide documentation.)

Student Signature: _____

Your signature indicates that you understand the University and Department policies on incompletes and acknowledge the deadlines for completion.

Chair approval: _____ Date: _____

02.16.09