The grade of “Incomplete” is a temporary grade that may be awarded only for extenuating external circumstances. In order for a grade of “Incomplete” to be awarded for non-medical reasons, a student must request such a grade in writing to the Dean prior to the final examination and/or final review. In order for a grade of “Incomplete” to be awarded for medical reasons, a student must make such request in writing to the Dean accompanied by a doctor’s letter as soon as reasonably possible. If approved, course work shall be made up by a date set by the Dean, in consultation with the appropriate faculty member, but in no case later than the end of the next semester in which the student is enrolled.

☐ For Non-Medical Reasons
☐ For Medical Reasons (attach doctor’s letter)

Explanation of Request  (if more space is needed, attach additional page)

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Student Signature _________________________________________________

DEAN’S OFFICE

Final Action  ☐ Approved  ☐ Disapproved

Comments

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_______________________________________________________________________________________________________________________

Signature of Dean

Date ____________________