

MISSOURI VALLEY COLLEGE – REGISTRAR’S OFFICE

REQUEST FOR AN INCOMPLETE

NAME: _____ STUDENT NUMBER: _____

SEMESTER/YEAR: _____ DATE: _____

Incomplete (IN) – In rare instances, the instructor can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstance and only with the prior approval of the faculty member and School Dean, a student can receive an incomplete grade. The maximum time frame for this work to be completed is by the close of the next semester (fall, spring, summer) but is to be determined by the faculty member. If the incomplete work is not completed by the agreed upon time frame, an automatic F will be assigned. An incomplete does not apply to the GPA. Students with incomplete grades are not eligible for Dean's List honors.

COURSE # / TITLE: _____

CREDIT HOURS: _____

INSTRUCTOR: _____

Circumstances causing an incomplete: _____

Work to be completed: _____

Instructor Signature & date

If this course uses Canvas, the instructor must contact the Information Technology Department to request that the course remain open.

Student signature & date

School Dean & date

For Office use only:

FINAL GRADE _____

Instructor signature _____

Change made in student information system: _____

Date: _____