



## Medical Incomplete Form

Submit to the Dean of Students before the last day of classes

I, \_\_\_\_\_ am applying for a Medical Incomplete for the work I have been doing this term : \_\_\_\_\_. I understand that work completed under the Medical Incomplete status must be turned in **to the Registrar**, by \_\_\_\_\_, 20\_\_\_\_\*.

The courses affected by the Medical Incomplete status are:

**COURSE/PROFESSOR**

**WORK TO BE COMPLETED**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I am attaching the required letter/certificate from my physician verifying the need for Medical Incomplete status.

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

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

\*During the terms when students have open medical incompletes, they must reduce their course loads appropriately to complete work from previous terms. A student with one medical incomplete could register for no more than nine credits in a fall or spring term and could take no more than one intensive course in January or June. A student with two medical incompletes could take no more than six credits during a fall or spring term and could take no more than one intensive course in January or June. A student with three or four medical incompletes could take no more than one course during any term until previous work is submitted.

**A Medical Incomplete may remain open no longer than the last day of classes of the following semester:**

- **for a course in the Fall or Winter semesters- may remain open no later than the last day of spring classes.**
- **for a course in the Spring or Summer semesters - may remain open no later than the last day of fall classes.**

Students must turn in completed work to the Registrar (not the instructor) on or before the due date. Courses that are not completed by the due date will receive a grade of No Credit (NC).

*Students in Field Education must contact the Director of Field Education to discuss completion of their requirement.*

cc: Registrar  
Professor (s)  
Student