



### APPLICATION FOR INCOMPLETE GRADE

Instructors may, for sufficient reason, permit degree candidates **in good standing** to submit work after a course has ended. Students seeking an Incomplete must:

- obtain an Incomplete form from the Registrar
- obtain the instructor’s signature and date by which the work is due
- return the form to the Registrar before noon on the last day of classes
- turn in completed work to the Registrar (not the instructor) on or before the due date.

Students **cannot** apply for an Incomplete if they are on Probation or have outstanding Incompletes from previous semesters. The deadline for making up Incompletes shall be no later than four weeks past the date that grades are due for the term in which the course is taken. Faculty will submit a grade no later than six weeks after the end of the term. An “I” on the transcript serves as a placeholder until the student completes the work and the instructor submits a grade. **Courses that are not completed by the due date will receive a permanent “F.”** Grade due dates for Faculty are published in the all-School calendar at <http://www.ants.edu/academics/calendar>

To Professor \_\_\_\_\_:

\_\_\_\_\_, in the \_\_\_\_\_ program is **not** on probation and may receive an Incomplete grade.

*Student Name*

*Degree program*

\_\_\_\_\_  
*Registrar’s signature*

I request an Incomplete in the below named course:

\_\_\_\_\_

*Course number*

*Course title*

*Semester*

Reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Student signature*

Permission has been granted for the Incomplete above. All work for the completion of this course shall be submitted to the Registrar by \_\_\_\_\_, to be logged in and forwarded to me, the professor.

*Date*

\_\_\_\_\_  
*Professor’s signature*

- White copy** Student must submit completed form to the Registrar’s office by the last day of classes for the term.
- Yellow copy** Student
- Pink copy** Professor
- Gold copy** To be returned by the student **to the Registrar** at the time of completion of all required work.