

Application for grade of Incomplete (INC)¹

An Incomplete (INC) is granted by permission of the Office of Student Services in consultation with the course instructor. The purpose of the mark of INC is to permit postponement of the final written work or exam when incapacitating illness, serious family emergency, or other comparably grave situations outside the student's control occurs. The major portion of the course requirements must have been completed if a student is to be eligible for the mark of INC.

Students who wish to receive the mark of INC must submit a petition in writing to the Office of Student Affairs before the last day of classes; no petition will be accepted after that date. Students who are granted the mark of INC must agree with the course instructor on a terminal date for the completion of the work required for the course. At the very latest, this terminal date must be prior to the end of the following semester.

Name: _____

Address: _____ Telephone: _____

Columbia UNI: _____ Course (Department and number): _____

Term/Year: _____ Instructor: _____

Course requirement to complete: _____

REASON FOR REQUESTING THE MARK OF INC – *Attach appropriate documentation*

Student's Signature: _____ Date: _____

Academic Director's Signature: _____ Date: _____

The Office of Student Affairs has granted you permission to request the mark of INC from the instructor of the above course.

Staff Signature: _____ Date: _____

To the Instructor:

This student has been granted permission to request the mark of INC in your course, with the stipulation that the work be completed by _____. If the work is not completed by this deadline, the student will receive the grade earned at the time the Application for Grade of Incomplete was submitted. If the student does not complete the work by this deadline, the student should earn the following grade: _____

Please circle one: I DO / DO NOT APPROVE THE MARK OF IN FOR THIS STUDENT

Instructor's Signature: _____ Date: _____

Please indicate below whether or not you approve the mark of INC for this student. Forms must be returned to Student Services in 203 Lewisohn; or email the form to sps-studentaffairs@columbia.edu.

¹ Non-personal and non-identifiable information from this form may be used for programmatic assessment purposes.