

Request for Incomplete (Y) Grade

Name: _____

Student ID: _____

Advisor: _____

Phone: _____

Program Area: _____

u.northwestern.edu e-mail: _____

Reason for Incomplete and Timeline for Completion

Course for which an Incomplete (Y) is requested:

Include both the course title and the quarter.

In order to be eligible for an incomplete, a student must have substantially completed the work for this course, including attendance and participation requirements. At a minimum, the student must have completed more than 50% of course requirements. The student must be passing the course based on the work submitted so far. The student and instructor must both initial below to verify that the course has been “substantially completed.”

Student Initials: _____ Instructor Initials: _____

Outstanding work required to resolve the incomplete:

You may use the reverse side of this form or submit a supplemental statement if necessary/desired.

Deadline for resolving the incomplete: _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Advisor Signature _____ Date _____

Program Director _____ Date _____

Decision: APPROVED DENIED OTHER

Director comments (if any) on reverse.