

▶ **Long Island University** ◀  
**Request for an Incomplete**  
**Instructions:**

**To the student and the instructor:** Incompletes are given as temporary grades only when unusual circumstances have prevented the student from completing the required assignments. The student should understand that the grade earned at the moment the incomplete is granted will by default become the student's grade for the course if the class work is not made up by the deadline. Incompletes revert to grades at the end of the semester following the semester in which the course was taken, unless the instructor submits a new grade reflecting completed work. Instructor and student should fill out the form together after discussing work needed to satisfy course requirements and date of completion. **An incomplete will not be granted unless the instructor attaches this form to the grade roster submitted to the Registrar at the end of the semester.**

**Part I** – completed by the student.

**Part II** – completed by the instructor and the student.

**Part III** – completed by the instructor. **Signatures of the instructor and student are required.**

**Part I** – (to be completed by the student)

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Campus Box # or Local Address: \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Course # and title and section #: \_\_\_\_\_

Instructor: \_\_\_\_\_

Why are you requesting an incomplete in this course? \_\_\_\_\_

\_\_\_\_\_

Are you requesting any other incompletes this semester? If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any other incompletes left to fulfill from previous semesters? If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

**Part II** – (to be completed by the student and the instructor)

What do you still have to complete to fulfill the course requirements?

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

When will you have this work done? \_\_\_\_\_

**Part III** – (to be completed by the instructor. Signatures of instructor and student are required).

What would the student's grade be in this course without the completion of the missing assignments? \_\_\_\_\_ **This will be the student's grade if the course work is not completed by the date indicated below.**

**Signature of the instructor:** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand that the grade indicated by the instructor above will be the grade I will receive, if I do not complete the requirements listed above by (month) \_\_\_\_\_ (date) \_\_\_\_\_ (year) \_\_\_\_\_.

**Signature of the student:** \_\_\_\_\_ **Date** \_\_\_\_\_