

Barnard College  
Office of the Registrar  
**APPLICATION FOR AN INCOMPLETE**

Fall 2018

This application form **must be filed** by **December 13, 2018**. If the original assignment is due on an earlier date, this form must be filed no later than the day before that date.

Complete this form **in triplicate**. Keep one copy for yourself (you will need instructions for submitting your work—please take your copy with you at the end of the semester), give one copy to the instructor, and return the other copy, signed by the instructor, to the Registrar's Office.

\_\_\_\_\_  
Name (Barnard ID#) Expected graduation BC Email

Course for which the extension is required: **Example:** *Spanish BC3018 01 GOLDEN AGE-SPANISH LIT*

\_\_\_\_\_  
Department Course # Section # Course Title

Type of work: \_\_\_\_\_ -- **DO NOT USE THIS FORM FOR DEFERRED FINAL EXAM.**  
(e.g., term paper, midterm, labs)

Reason for Extension: **Only a compelling reason will be considered.**

**Follow procedure 1 or 2, below, for submitting work:**

<p>1. <b>TO REMOVE 'I' FROM YOUR RECORD</b> (THE EARLY INCOMPLETE OPTION): (<i>N.B. Work <u>must</u> be submitted to the Registrar's Office for the 'I' to be removed from your record.</i>)</p>	
<p><b>If you deliver the work in person</b></p> <p>Put the completed work in an <b>UNSEALED ENVELOPE</b> addressed to the <u>instructor</u> (if address is off campus, please affix stamps) and present it to the Office of the Registrar by 3:30 p.m. <b>January 18 (Friday)</b>.</p>	<p><b>If you mail in the work</b></p> <p>Put the completed work in an <b>unsealed envelope</b> addressed to the instructor (if address is off campus, please affix stamps). <b>Enclose</b> that envelope in another, sealed envelope and send it to: Registrar Barnard College 3009 Broadway New York, NY 10027-6598. <b>The <u>postmark on this envelope must be dated January 18, 2019, or earlier.</u></b></p>

— OR —

<p><b>If you send the work electronically</b></p> <p>Send the completed work as an attachment to email addressed to <b>both</b> the instructor <b>and</b> the registrar's office (<a href="mailto:registrar@barnard.edu">registrar@barnard.edu</a>). In your message, include your name, the course (department, number, and title--e.g., English BC 3193, Critical Writing), and the instructor's name. The message with attachments must be sent by 11:59 pm on <b>January 18, 2019</b>.</p>
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**(OVER)**

2. To receive credit for courses recorded as 'I' (the usual Incomplete option):

a. Give paper **directly to your instructor** by **September 3, 2019**, unless the instructor specifies an earlier date. (Do not leave a paper at the Registrar's Office after **January 18**.) **TO SECURE A GRADE, FILE A *WORK COMPLETED FORM* WITH THE REGISTRAR.**

b. If you do not complete the work due by **September 3, 2019**, or BEFORE AN EARLIER DEADLINE SET BY THE INSTRUCTOR, you will receive a grade based on the work you did complete with the missing work averaged in as zero.

### AGREEMENT

I fully understand the responsibilities implicit in my decision to apply for this **INCOMPLETE**, and I understand the risks involved, specifically that:

- (1) credit for this course **may be forfeited** if the instructor cannot be reached for the letter grade that would grant me this credit;
- (2) it is **my responsibility and obligation** to notify the Office of the Registrar, by completing the appropriate form, on the date that the missing work has been submitted to the instructor, and that failure to comply will result in the conversion of the "I" in accordance with the rules on the front of this form.

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature

**NOTE: YOU ARE URGED FOR YOUR OWN PROTECTION TO KEEP A COPY OF YOUR PAPER.**

#### TO BE COMPLETED BY THE INSTRUCTOR *ONLY*

\_\_\_\_\_

Date work is due (**must be specified by the instructor**)

If this date is not met, the grade will be recorded as indicated in 2(b) on the reverse side.

(**Instructor:** The date you specify is the student's FINAL deadline. All work MUST be in by this date. If your deadline is after the early incomplete deadline, the student has the option of submitting work earlier to have the I removed from her record, but she may submit it no later than the date you specify, which can be no later than **September 3, 2019**).

\_\_\_\_\_

Instructor's Name (please print)

\_\_\_\_\_

Instructor's Signature

\_\_\_\_\_

Department and Building

\_\_\_\_\_

Mail Code (CU only)

\_\_\_\_\_

e-mail address

Address for Registrar's Office to send paper if you will not be in your office between the end of the semester and January 18.

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