

Barnard College
Office of the Registrar
APPLICATION FOR AN INCOMPLETE

Spring 2016

This application form **must be filed** by May 5, 2016. 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 Altschul Box#

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. TO REMOVE 'I' FROM YOUR RECORD (THE EARLY INCOMPLETE OPTION): <i>(N.B. Work must be submitted to the Registrar's Office for the 'I' to be removed from your record.)</i></p>	
<p>If you deliver the work in person</p> <p>Put the completed work in an UNSEALED ENVELOPE addressed to the <u>instructor</u> (if address is off campus, please affix stamps) and present it to the Office of the Registrar by 4:30 p.m. June 7, 2016 (Tuesday).</p>	<p>If you mail in the work</p> <p>Put the completed work in an unsealed envelope addressed to the instructor (if address is off campus, please affix stamps). Enclose that envelope in another, sealed envelope and send it to: Registrar Barnard College 3009 Broadway New York, NY 10027-6598. The <u>postmark</u> on this envelope must be dated June 7, 2016, or earlier.</p>

<p>If you send it electronically</p> <p>Send the work as an attachment to email addressed to both the instructor and the registrar's office (registrar@barnard.edu). 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 June 7, 2016</p>

(OVER)

