Barnard College
Office of the Registrar
APPLICATION FOR AN INCOMPLETE
Spring 2020

Please complete the form below if you are requesting an extension on completing coursework for a Spring 2020 class. If you are requesting an extension for only the final exam, you should complete the Deferred Exam form instead.) 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 ________ Ant. Graduation date ________ Email ____________________________

Course for which the extension is required:

Example:

PSYC-BC1001-01 INTRO TO PSYCHOLOGY E'METT MCCASKILL

Course Number ____________________________ Course Title ____________________________ Instructor name ____________________________

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

Reason for Extension:

________________________________________

________________________________________

To receive credit for courses recorded as ‘I’ (the usual Incomplete option):

a. Give paper **directly to your instructor** by the date arranged with your instructor. TO SECURE A GRADE, FILE A **WORK COMPLETED FORM** WITH THE REGISTRAR.

b. If you do not complete the work due by September 8, 2020, 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. BELOW 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 -- and no later than September 8, 2020).

__________________________  ___________________________
Instructor’s Name (please print)  Instructor’s Signature

__________________________  ___________________________
Department and Building  Mail Code (CU only)

__________________________
E-mail address