

Barnard College

Office of the Registrar

APPLICATION FOR AN INCOMPLETE

Please complete the form below if you are requesting an extension on completing coursework for a class. (If you are requesting an extension for only the final exam, you should complete the Deferred Exam form instead.)

Once completed, send this form to registra@barnard.edu.

Name Barnard ID

BC email Expected Graduation Date

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:

To receive credit for courses recorded as 'I':
<p>a. Submit paper or other final work <u>directly to your instructor</u> by the date arranged with your instructor. Please copy registrar@barnard.edu on the email.</p> <p>b. If you do not complete the work due by the first day of Fall 2021 classes or before an earlier date set by your instructor, you will receive a grade based on the work you did complete, with the missing work averaged in as zero.</p>

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 submit the work by the agreed-upon deadline 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 the first day of Fall 2021 classes).

_____ Instructor's Name (please print)

_____ Instructor's Signature

_____ Department and Building

_____ Mail Code (CU only)

_____ E-mail address