

APPLICATION FOR AN INCOMPLETE

Spring 2020

This form must be signed by both the student and the instructor and emailed to the Registrar's Office (registrar@barnard.edu) by May 7, 2020 at 11:59pm.

Student Name

Barnard ID

Grad Date

BC Email

Course for which the extension is required: Example: SPAN-BC3018-01 Golden Age - Spanish Lit

_____ - _____

Subject Course Number - Section

_____ Course Title

Type of work: _____ - (Note: Do not use this form for deferred final exam)
(e.g., term paper, midterm, labs)

Reason for Extension:

Follow the procedures below, for submitting work:

TO REMOVE the 'I' FROM YOUR RECORD (the Early Incomplete option):

Work must be received by the registrar's office (registrar@barnard.edu) by 11:59 p.m. on June 2, 2020 for the 'I' to be removed from your record.

- Send the work as an attachment to both the instructor and the registrar's office (registrar@barnard.edu).
- In your message, include your name, the course number and title (e.g. SPAN-BC3018-01 Golden Age -Spanish Lit) and the instructor's name.

-- OR --

TO RECEIVE CREDIT FOR COURSES WITH GRADE OF 'I' (the Regular Incomplete option):

- Email the completed work directly to the instructor by September 8, 2020 or by an earlier deadline if one was set by your instructor. Notify the registrar's office that you submitted the work.
- If the work is not received by this deadline, you will receive a final grade based on the coursework you completed with the missing work averaged in as zero.

Student Acknowledgement:

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

- Credit for this class may be forfeited if the instructor cannot be reached to submit a final letter grade
- If the registrar's office is not notified that the work has been submitted, your final grade may be converted as indicated above once the final incomplete deadline has passed.

Student Signature

Date

To be completed by the Instructor:

Date the final work is due: _____ (due date can be September 8, 2020 or earlier)

Instructor Name

Instructor Signature

Date

Department

BC email address