

## Request to Carry an Incomplete Graduate Course

### Department of Sociology

The following regulations apply to incomplete courses:

- a. *A student may be assigned "INC" for a maximum of one term following the end date of a course.*
- b. *If a student completes the course requirement by the end of the "INC" term (Fall-December 31; Winter-April 30, Summer-August 31), the "INC" will be removed from the transcript.*
- c. *If a student fails to complete the course requirements by this date, they will automatically be assigned a "FAIL". This may result in a requirement to withdraw from the program.*
- d. *Exceptions to rule c. may be granted only under exceptional circumstances, by appeal to the Graduate Chair. This appeal must be brought to the attention of the Graduate Chair at least two weeks prior to the end of the term in question (Fall-December 15; Winter-April 15; Summer-August 15).*

**This form serves as the "letter of warning" as outlined in section 6.3 *Definition of Student in Good Standing in the Graduate Handbook.***

Student:		Course Professor:	
Course Number:		Term:	
Reason for the incomplete (this section is to be completed by the student)			
Remaining work to be completed (this section is to be completed by the course professor)			

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Course Professor Signature

Date

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Student Signature

Date

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Grad Director of Student's Home Program

Date

**After obtaining the signatures, please return this form to the Graduate Assistant.**