

George Mason University
College of Humanities and Social Sciences
College of Science

APPLICATION FOR AN INCOMPLETE

Student's Name: _____ Student's G #: _____

Address: _____

Phone: _____ (H) _____ (W) Email: _____

Course Number and Section: _____

Instructor's Name: _____

Semester/Year: _____

Number of Credits (circle one): 1 2 3 4 5 6 Student's Grade At This Point: _____

Remaining Requirements:

Deadline for completion: _____

** In most cases, all outstanding work must be submitted to the instructor no later than the 9th week of the next term (not including the summer term).*

** Students who are seeking to have their degree conferred for the term in which they receive the IN grade must complete all work no later than 6 weeks after the degree conferral date (see Registrar's Office website).*

** Instructors may set a shorter deadline for submission of the outstanding work. Completion of this form is **REQUIRED** in such cases.*

An incomplete becomes an F after the deadline.

IMPORTANT:

1. To receive an incomplete, the student must have a passing grade in the course at the time of the request.
2. Incompletes are given at the discretion of the instructor.
3. During the time that a grade of "INCOMPLETE" remains on the transcript it is calculated as an "F" in determining probation, suspension, or dismissal. It could also adversely affect eligibility for financial aid.
4. Instructors should assign an IN only if the student has a very limited amount of work to complete and there is a non-academic reason they can't do so within the semester.

Signatures:

Student: _____ Date: _____

Instructor: _____ Date: _____

Give original to *department*, one copy to *instructor*, one copy to *student*, one copy to *CHSS/COS Office of Undergraduate Academic Affairs, MS 5B1*