SWARTHMORE COLLEGE
Office of the Registrar
Request for Approval of an Incomplete

According to faculty regulations, a grade of Incomplete may be assigned with the permission of the instructor and the Registrar, only if circumstances beyond the student’s control preclude the completion of all work by the end of the examination period. See full regulation below.

This form must be submitted by the last day of final exams by students who wish to receive a grade of Incomplete. The student should consult both the instructor and the Registrar, obtaining signatures from both.

Please complete a new form for any revision of the deadline. A copy of the form will be sent to the student, professor and dean.

Name of Student_________________________________   Student ID_________________

Semester______________    Grad Year_________

Course Number__________________Section________Title___________________________

Are you planning to study abroad in the next semester?  ___Yes  ___No.  If yes, see Warning (2) below.

Reason for requesting Incomplete:
___________________________________________________________________________
___________________________________________________________________________

Suggested student deadline to submit work: 1 week into the next semester. Warnings:

1) Eligibility to return to Swarthmore: Students requesting more than one INC may be required by the Committee on Academic Requirements to finish their INCs in order to resume their studies. The normal submission deadline is January 5 for Fall INCs and July 1 for Spring INCs.

2) Eligibility to study abroad: Students will jeopardize their ability to participate in study abroad as part of the Swarthmore Semester/Academic Year Program with incompletes as part of their academic record. In these cases the deadline for completion of student work will be determined by the Dean's Office in cooperation with the involved faculty member and Off-Campus Study.

Date by which work is to be submitted ________________________________

Signature of Instructor_________________________________________Date_______________

Signature of Registrar___________________________________________Date_______________

The faculty regulation concerning Incompletes is as follows: Inc. means that a student’s work is incomplete with respect to specific assignments or examinations. The faculty has voted that a student’s final grade in a course should incorporate a zero for any part of the course not completed by the date of the final examination, or the end of the examination period. However, if circumstances beyond the student’s control (e.g. illness, family emergency) preclude the completion of the work by this date, a grade of Incomplete (Inc.) may be assigned with the permission of the faculty instructor and the registrar. Note that “having too much work to do” is not, in fairness to other students, considered a circumstance beyond the student’s control. A form for the purpose of requesting an Incomplete is available from the Registrar’s Office and must be filled out by the student and signed by the faculty instructor and the Registrar and returned to the Registrar no later than the last day of final examinations. In such cases incomplete work must normally be made up and graded and the final grade recorded within five weeks after the start of the following term. Except by special permission of the registrar and the faculty instructor, all grades of Inc still outstanding after that date will be replaced on the student’s permanent record by NC (no credit). Waiver of this provision by special permission shall in no case extend beyond one year from the time the Inc. grade was incurred.