



## Request for Incomplete Form

A student may temporarily receive a grade of Incomplete (I) if a substantial portion of the course requirements have been completed with passing grades, but for some justifiable reason, the student has been unable to complete the full requirements of the course. The student's written request via this form must be submitted to the associate dean for academic affairs no later than the deadline specified in the school's official calendar for the submission of all written work.

The maximum period of time allowed to clear the Incomplete is 30 days. If the Incomplete grade is not cleared by the date set by the associate dean for academic affairs or by the end of the 30-day deadline, the grade of I will be changed to a grade of F.

Student's SMU ID Number: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class Number and Title: \_\_\_\_\_

Term when class was taken:    Fall \_\_\_\_    J-Term \_\_\_\_    Spring \_\_\_\_    Summer \_\_\_\_

Instructor's Name: \_\_\_\_\_

Date of Initial Conversation with Instructor Regarding Incomplete Request: \_\_\_\_\_

After meeting and discussing the issue with the instructor, submit this form to the Associate Dean for Academic Affairs.

Please provide a justifiable reason as to why you have been unable to complete the full requirements of the course. Please attach copies of any relevant documents.

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Approved by Associate Dean Date