



## GRADUATE STUDENT REQUEST FOR INCOMPLETE

*Instructions: In order to take an incomplete, graduate students are required to complete this form in conjunction with their professor. The form then needs to be turned in to the manager of graduate services for final approval. Should you have any questions, call (540) 362-6326.*

**NOTE:** It is the **student's responsibility** to seek final approval for an incomplete.

\_\_\_\_\_ Term for incomplete grade

Name: \_\_\_\_\_

Hollins University ID: \_\_\_\_\_

I am requesting an incomplete in (course title) \_\_\_\_\_ for the following reason:

Coursework to be completed:

Deadline for completion of all work: \_\_\_\_\_

***I understand that if I am not able to complete this work by the stated deadline and have not been granted an extension, the Incomplete grade may convert to the grade of "F".***

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Graduate Services

\_\_\_\_\_  
Date