

**DUKE UNIVERSITY
TRINITY COLLEGE OF ARTS AND SCIENCES
PRATT SCHOOL OF ENGINEERING**

REQUEST FOR ASSIGNMENT OF AN INCOMPLETE

If a student is unable to complete work for a course because of illness, emergency, or reasonable cause, assignment of an incomplete or "I" may be warranted. The student should discuss the possibility of an "I" with the instructor and with his/her academic dean. An "I" should not be assigned when a student has simply failed to meet the obligations of the course in the absence of any illness, emergency or reasonable cause. This form should be used in order to assure that both the student and the instructor have a clear understanding of what work is to be completed and the deadline for completion of that work.

IMPORTANT: In order to continue from one semester to the next, a student must pass at least 3 courses (2 courses in the 1st semester of enrollment). Courses in which an "I" is given are not considered passed until a passing grade has been submitted by the instructor to the University Registrar. A student generally has until the last day of the 5th week of the subsequent semester to complete the work due in the course. The instructor then has until the end of the 6th week to submit a grade. If a passing grade is not submitted by the end of the 6th week, the "I" will be converted to an "F." Instructors may set earlier deadlines if they wish. However, a student who, because of one or more "I" grades fails to complete the minimum number of required courses in a term, must complete the incomplete work and have a passing grade recorded **prior to the start of the subsequent semester**. If a student whose work is incomplete is also absent from the final examination, an "X" is assigned for the course. Requirements for continuing in Trinity or Pratt in this situation are found in the *Bulletin of Undergraduate Instruction* and on the following web sites:

T-Reqs <http://www.aas.duke.edu/trinity/t-regs/incomplete.html> and Pratt Policies and Procedures <http://www.pratt.duke.edu/students/policies.php#29>. Students are responsible for understanding the regulations. Once recorded, a notation of "I" remains on a student's transcript even after the final grade is assigned. A student with an "I" is not eligible for Deans List honors in that semester.

Course: _____

Work to be completed:

Deadline for Submission of Work: _____ This must be no later than the end of the 5th week of the subsequent semester. Please note important exception as stated above.

Student Name (print)

Student Signature

Date

Instructor Name (print)

Instructor Signature

Date

Instructor Fax Number

Academic Dean (print)

Academic Dean

Date

For Student Only:

Are you anticipating any additional incomplete(s) this semester? _____yes _____no

If yes, in what course(s) _____