

**OFFICE OF THE DEAN OF STUDIES
Peters Hall 205**

REQUEST FOR EMERGENCY INCOMPLETE

Emergency incompletes may be authorized by the Dean of Studies due to circumstances beyond the student's control. Normally, such incompletes are for medical or life crisis reasons. All requests for emergency incompletes must be submitted to the Office of the Dean of Studies before the time of the scheduled final exam in the course. Documentation verifying the medical or life crisis reason is required at the time the student makes the request for emergency incompletes. The due date for course work will depend on how much time was lost due to the emergency, up to a maximum of three weeks after the end of the semester. If the work is not completed within the specified time, a grade will be recorded based on the extent to which the course requirements have been met. The due date for work to be completed as a result of an emergency incomplete may be extended only for emergency reasons and such an extension must be approved by the Dean of Studies. A copy of this form will remain in the Office of the Dean of Studies and copies will be sent to your professor(s) and advisor(s). While personal information will be treated confidentially, your professor(s) will be consulted about your request.

TO BE COMPLETED BY THE STUDENT

Name _____ T # _____ OCMR _____

Division: College Conservatory Double Degree

Advisor(s) _____

List the course(s) for which you are requesting an incomplete, including the department and course number for each course, (e.g., ENGL 108):

<u>Course</u>	<u>Instructor</u>	<u>Credit Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please specify the reasons for requesting an emergency incomplete:

In signing this request, I verify that all of the information I have provided on this form is accurate, and that I understand the due date(s) and conditions for completing the incomplete work.

Student's Signature

Today's Date

TO BE COMPLETED BY THE OFFICE OF THE DEAN OF STUDIES

Instructor(s) must receive the incomplete work no later than:

<u>Course</u>	<u>Due Date</u>	<u>Course Work to Complete</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dean's signature

Today's Date