Contents:
- Request for Emergency Incomplete
- Incomplete Verification Sheet for Counseling Center

Process:
1. Complete the top half of the Request for Emergency Incomplete after reading and initialing the second page. This form must be completed by all students requesting an Emergency Incomplete.

2. Obtain documentation. All requests for emergency incompletes must be supported by documentation.

Documentation options include, but are not limited to:
- Incomplete Verification Sheet for Counseling Center. This form may be used to document mental health emergencies if the student has visited the Counseling Center; it is completed by the Counseling Center.
- Letter directly from a health care provider.
- Discharge paperwork from a hospital.
- Link to or copy of an obituary.
- Letter from a family member regarding a family emergency.
- Other.

If you are not sure how to document your emergency, email the dean with whom you have made an appointment.

3. Bring your Request for Emergency Incomplete along with your documentation to your meeting with the dean. At your meeting you will review and discuss your request in the context of the amount of time lost due to the emergency and the coursework that you have remaining. The dean will consult with your professors; it may be helpful for you to also speak with your instructors if you plan to request an emergency incomplete in their course.
Request for Emergency Incomplete

ALL INCOMPLETE WORK FOR THIS SEMESTER IS DUE NO LATER THAN 17 DAYS AFTER SEMESTER

TO BE COMPLETED BY THE STUDENT

Name ___________________ T # ___________ OCMR ___________

Division: [ ] College [ ] Conservatory [ ] Double Degree

Class: [ ] First-Year [ ] Sophomore [ ] Junior [ ] Senior

Advisor(s) Name(s) (please print) __________________________

List the name, number and CRN for each course in which you are requesting an incomplete (example: ANTH 101 11940):

<table>
<thead>
<tr>
<th>Course Name &amp; #</th>
<th>CRN</th>
<th>Instructor (please print)</th>
<th>FC or HC/Credits</th>
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Circle one: Health Reasons or other (if other, please provide a short explanation. This information will be shared with faculty and advisors):

The Honor Code applies to this form and to all statements and representations made in support of this request. In signing this request, I affirm that I have adhered to the Honor Code 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 ACADEMIC ADVISING RESOURCE CENTER

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Due Date</th>
<th>Course Work to Complete</th>
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AARC Signature ___________________________ Today's Date __________________________

***** Please complete other side. *****

Revised 11/2017
EMERGENCY INCOMPLETE REGULATIONS

For courses in the College of Arts and Sciences, requests for incompletes must be authorized by the Academic Advising Resource Center. Emergency incompletes in conservatory courses must be authorized by the Conservatory Associate Dean for Student Academic Affairs.

Emergency incompletes may be authorized for reasons that arise from circumstances beyond the student’s control. Normally, emergency incompletes are authorized for end-of-semester work, not for work missed earlier in the semester.

The due date for finishing work is set by the appropriate dean according to how much time was lost during the semester, and may not be later than the deadline noted on the request page of this form. Applications for emergency incompletes must be submitted to the appropriate dean’s office no later than the beginning of the final exam time for the course as scheduled by the Registrar.

The due date for work to be completed as a result of an emergency incomplete may be extended only for a documented new emergency and such an extension request must be made to the appropriate dean’s office prior to the originally approved due date.

Documentation from a healthcare provider that verifies the student’s current condition is required at the time the student makes the request for emergency incompletes. (Students who have established accommodations through the Office of Disability Services in the current semester can submit the documentation on file to support their request. A dean may request additional information regarding the current condition.)

While personal information will be treated confidentially, the professor(s) listed in the request will be consulted about the request. For courses in the arts and sciences, a copy of this form will remain in the Academic Advising Resource Center and copies will be sent to the student’s advisor(s) as well as the professor(s) of any course for which an emergency incomplete is approved.

Graduating seniors who are approved to march at commencement should refer to the specific instructions for due dates at https://www.oberlin.edu/aarc/academic-policies-procedures/incompletes

I understand the emergency incomplete regulations:

Initials Date

Revised 11/2017
INCOMPLETE VERIFICATION SHEET
for
The Counseling Center

I give permission to The Counseling Center, Oberlin College, to release to Associate Dean for Academic Advising the number of times I have been seen in The Counseling Center during the current semester.

Student name (please print) _________________________________ Student T# _________________________________

Signature _________________________________ Date _________________________________

* * *

I verify _________________________________, was seen on the following dates in The Counseling Center of Oberlin College this semester:

______________________________

Signature of Administrative Assistant _________________________________ Date _________________________________

Oberlin College Counseling Center