MACALESTER COLLEGE
REGISTRAR'S OFFICE

This form due to the Registrar's Office on or before **the last day of classes.**

POLICY: *Students are expected to complete the work in each course by the deadlines established by the instructor; the final deadline for work cannot exceed the end of the final examination period for that term. However, a grade of incomplete may be awarded at the discretion of the instructor, if requested by the student, under the following conditions: 1) at least three-quarters of the required work for the course has been completed, 2) unforeseen circumstances beyond the student's control (usually restricted to illness or family emergency) preclude completion of the remaining work for the course by the semester deadline, 3) the student is not on academic alert. Note that poor planning or having a lot of work to complete at the end of the term are not, in fairness to other students, considered circumstances beyond a student's control. Faculty and students with questions about whether the conditions for an incomplete are met should consult with the Director of Academic Programs and Advising.*

INSTRUCTIONS:

- *Student and instructor must both complete and sign this form if the student meets the above qualifications AND the faculty feels they can adequately support the student in this Incomplete.*
- *Faculty have the ability to assign their own deadlines based on when grading is due (4 weeks from the last day of classes each term).*
- *This completed form must accompany any submission of grade of I (incomplete) to the Registrar.*
- *Faculty are encouraged to consult with the Assistant Dean of Academic Programs and Advising prior to agreeing to the incomplete if additional information would be helpful in determining if an Incomplete is the best course of action.*
- *Email the completed form no later than the last day of classes for the term.*

Student Name: ID#:

Dept|Number|Section|CRN: Course Title:

Faculty Name:

Description of work to be completed in order for a final grade to be assigned:
This section must include assignments, due dates, and what grade will be assessed if the work is not completed.

Due Date for completion of work:
This deadline must be on or before the date listed in the academic calendar: Fall Semester- January 18, 2027; Spring Semester- June 7, 2027.

Grade to be assigned if work is not completed:
If a final grade is not submitted within one week of the due date you have written above, the grade of NC or the grade indicated here wil be recorded for the course.

X Student Signature Date

X Faculty Signature Date

revised: 10/14/2026

Date form rec'd_____