



# Request for Incomplete

## Process

- Step 1: Review the Incomplete Policy for your program and complete the "Student Information" section of this form.
- Step 2: Ask your faculty member to complete the "Faculty Information" section of the form.
- Step 3: Return to the on-site academic contact by the end of the term for their signature.
- Step 4: Your grade report/course registration/transcript will be updated with an "I" and this form will be attached when sent to the Learning Abroad Center.

## Student Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Study Abroad Program: \_\_\_\_\_ Term Abroad: \_\_\_\_\_

Incomplete Course Number and Title: \_\_\_\_\_

Name of Professor for Course: \_\_\_\_\_

Reason for Incomplete: (attach additional page if necessary)

Date for completing course: *(In general, most overseas institutions and study abroad programs do not allow incompletes and the timeline for completion should not exceed 12 weeks)*

\_\_\_\_\_  
Month

\_\_\_\_\_  
Date

\_\_\_\_\_  
Year

I understand that I must complete this course by the date listed above. If I fail to complete the course within the approved incomplete timeline I will receive a grade of "F". I also understand that it is my responsibility to check with my home institution to verify that I am allowed a grade of Incomplete.

Student Signature

Date

## Faculty Information

I support this student's continuation of the course and timeline indicated above.

Faculty Signature

Date

## On-Site Director Information

On-Site Director Signature

Date

Note to onsite directors: Please update the course registration/grade report form/transcript with a grade of "I". When issuing any grade of "I" this form must be attached to the course registration/grade report form/transcript sent to the Learning Abroad Center.

## Learning Abroad Center

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