

**Unity College
Incomplete Form**

Student Name: _____

Course #: _____ Course Title: _____

Semester and year in which the course was taken: _____

List reasons why the student did not complete the assigned course work:

(A student who achieves most of the course objectives, but because of circumstances beyond his/her control cannot complete the course requirements may receive an incomplete (I). An "I" must be completed within one calendar year of the final day of the term in which the incomplete was received. If the work is not completed within one year, the "I" automatically changes to an "F". Instructors may specify shorter time limits. Incompletes are neither recorded nor calculated into the grade point average.)

What must the student do in order to receive credit in this course? (Directions should be sufficiently clear so that an alternate instructor could implement the requirements.)

Date by which work must be completed: _____

Month/Day/Year

Instructor's Signature: _____ Date: _____