ANTIOCH UNIVERSITY
SANTA BARBARA

REQUEST FOR INCOMPLETE

Must be submitted to the Student Services Office by the last Friday of the term.

Student's Name: _____ ID#: _____

Advisor's Name: _____

Program: BA   EDUCATION   MACP   MBA   PSYD

Course No. and Title: _____

Term **e**nrolled: _____ Date work will be submitted to Instructor*: _____

Instructor's Name: _____

Please indicate below the conditions which must be met in order for you to complete this activity
and receive final evaluation (e.g, paper to be written, etc.).

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IMPORTANT: In Satisfactory Academic Progress (SAP) review **an Incomplete grade is counted as attempted but not completed credits**. Failure to meet the required number of completed credits could put the student at risk for denial of financial aid and/or removal from the program. If a grade change from an INC to CR occurs during the following term it does not have a retroactive impact on your Academic Progress status for the term in which you were awarded the Incomplete. However, the new grade (CR or NC) will be included in your Cumulative Requirement calculation when the next SAP review takes place at the end of the following quarter. For more information please visit: http://aura.antioch.edu/policies_600_1x/9/

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Note: Email approval is acceptable in lieu of a hard signature if provided via an Antioch.edu email account.

The maximum time allowed to finish an Incomplete is the end of instruction of the following quarter. If it has not been cleared within this time, no credit will be granted for this activity.