REQUEST FOR INCOMPLETE ON FINAL PAPER

TO BE COMPLETED BY THE STUDENT OR ADVISOR

Please print clearly

Name ___________________________ Date of this request ___________________

Columbia UNI ___________________________ Semester: Fall ☐ Spring ☐ Summer ☐ Year _________

Phone Number (home) ____________________ Phone Number (cell) ____________________

GS Advisor:
☐ Allen  ☐ Carrasquillo  ☐ Chavarria  ☐ Harford  ☐ Karahalios
☐ Kurashige  ☐ Massimiano  ☐ Rojas  ☐ Rosner  ☐ Smith
☐ Sunshine  ☐ Ulloa

Are you registered with the Office of Disabilities Services? ☐ Yes ☐ No

Student’s Rationale for Incomplete (only a compelling reason will be considered; if reason is medical, certification from your doctor or the University Health Services must be attached to this request):

Course for which the incomplete is requested:

Department/ Course Number  Section  Course Title

Instructor

the paper is due on the date above

Instructor’s Campus Address  Instructor’s Phone Number  Instructor’s E-mail address

*TA’s Full name (if responsible for grading coursework)

TA’s Phone Number  TA’s Email address

Students who fail to submit final paper by due date, as specified and approved by the CAS, will receive the contingency grade provided by the instructor to the GS Dean of Students Office. If no contingency grade has been offered, the grade will revert to an F as of the deadline date.

FOR OFFICE USE ONLY

CAS AUTHORIZED __________ DENIED __________ VOTE __________

PROFESSOR AUTHORIZED __________ DENIED __________

For office use only

STUDENTS APPROVED TO TAKE INCOMPLETES IN THE SPRING TERM WILL NOT BE ABLE TO ENROLL IN THE FIRST SUMMER SESSION

*Students with more than two incompletes usually cannot enroll in the following semester without the explicit permission of the GS Committee on Academic Standing