Application for Incomplete

INCOMPLETES can be granted in cases of incapacitating illness, serious family emergency, or in circumstances of comparable gravity. If you are requesting an "IN" in more than one course, a separate form must be submitted for each course.

Step 1: Obtain the approval signature of the instructor.
Step 2: Submit signed form to the Office of Student Affairs for Dean's approval.

NB:
- At SIPA an “IN” must be completed by the end of the following semester unless a shorter time period is otherwise stipulated by the instructor. If not changed within the stated time, the “IN” will be converted to a UW.
- Students with more than two grades of incomplete “IN” will have a registration hold placed on their account.

STUDENT INFORMATION:
Name: __________________________ UNI: _____________ Date: ___________
Program: ☐ MIA ☐ MPA Concentration ___________________

First term at SIPA: ☐ Fall ☐ Spring 20_______

Is this your last semester? ☐ Yes ☐ No Expected Graduation: ______ 20___

COURSE INFORMATION:
Course Number: ____________ Course Title: ________________________________
☐ Fall ☐ Spring 20_______ Instructor: ____________________________

Please describe the work you are submitting late, give the proposed submission date, and the reason for this request. (If the reason is medical, confirmation from the University Health Service or your doctor must accompany this form):
☐ Paper ☐ Exam ☐ Other Proposed deadline: ________________________________

STUDENT AGREEMENT and APPROVALS
I understand that in making this request, I agree to submit all outstanding work to the instructor no later than the date noted above or I will forfeit all credit for this course.

Student Signature: __________________________ Date ________________
Instructor's Signature: __________________________ Date ________________
Dean's Signature: __________________________ Date ________________

Return form:
By Fax: (212)854-1657
By E-mail: sipa_osacolumbia.edu
In Person: Office of Student Affairs, International Affairs Building Suite 610
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