BENNINGTON COLLEGE

APPLICATION FOR INCOMPLETE

All coursework at Bennington College must be completed before the end of the term in which the course was offered/took place. Exceptions may be made to this rule for students who are unable, for documented health reasons or other serious circumstances, to complete the work of a course during the term in which it is offered.

Students seeking this option must receive approval from the course instructor and an Academic Services staff member. Documentation must be submitted to an Academic Services staff member.

If an Incomplete is granted, the work must be completed no later than **July 1** for an Incomplete from the spring term or **January 15** for an Incomplete from the fall term. No extensions are possible on these Incomplete deadlines.

I am requesting an Incomplete in _____ _____
Course Title **Course Code**

Due Date (please select one): ☐ **July 1** ☐ **January 15**

Student Agreement: I understand that the instructor must have the work in hand by the deadline specified and that no further extension are possible. If the work is not received by this date, I understand that the instructor will submit an evaluation that factors in the missing work.

Student's signature: _____ Date: _____

Student's Name (printed): _____

Instructor Agreement: I understand that approving an incomplete commits me to sending a final evaluation to the Provost and Dean's Office by July 8 for an incomplete from the spring term or January 22 for an incomplete from the fall term.
(If you cannot agree to this, do not approve an incomplete).

Instructor's Signature: _____ Date: _____

Provost and Dean's Office Signature: _____ Date: _____