



Request for Incomplete Form

INCOMPLETE POLICY: If the student is unable to complete the course as scheduled, a Request for Incomplete form must be submitted *prior to the last day of the offering period*. The student (not the instructor) is responsible for filing the completed, signed form with the Administrative Office. This form is available on the Student Resources > Forms page of www.horizonuniversity.edu and in the Files:Shared folder on MY HORIZON. The student is responsible for completing and signing Part I before submitting the form to the instructor for consideration. The instructor may grant a maximum extension *no longer than 4 weeks* for 12-week classes and *no longer than 2 weeks* for 6-week classes. The instructor is not obligated to approve the student's request, but must make a decision and return the form to the student and the Registrar (registrar@horizonuniversity.edu), with Part II completed and signed, prior to the last day of the offering period. A grade for work submitted prior to the expiration of the extension will be posted on the final due date identified by the instructor.

PART I: TO BE COMPLETED AND SIGNED BY STUDENT

Student Name: _____ STUDENT ID#: _____
 Course Name: _____ Instructor: _____
 Offering Period: _____ Scheduled End Date: _____

REASON FOR INCOMPLETE

Student Signature: _____ Date: _____
(Note: Electronic signatures are not permitted.)

PART II: TO BE COMPLETED AND SIGNED BY INSTRUCTOR (RETURN TO STUDENT AND REGISTRAR@HORIZONUNIVERSITY.EDU)

EXTENSION DETAILS

Final due date for all course work: _____

Standard extensions granted are typically 1 week. Extension may not exceed 4 weeks (12-week classes) or 2 weeks (6-week classes) beyond the scheduled end of the offering period. The course grade will be finalized within 5 days of the due date above according to the percentage grade earned for all work submitted before the deadline above.

LIST ALL ASSIGNMENTS DUE BY THE DATE ABOVE

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Instructor's Signature: _____ Date: _____

ADMINISTRATIVE OFFICE USE ONLY

HU Official signature and date received: _____ Grade Finalized On: _____