To be eligible for an incomplete, students must have consistently demonstrated strong academic work prior to the request for an incomplete. Incompletes are not automatically granted for students who have missed large amounts of class due to illness or personal/family circumstances. Instructors may decline to give an incomplete because of a lack of class attendance and/or completed work.

If an incomplete is deemed appropriate, instructors should submit a temporary grade of **EA** (excused absence) on their grade report if the Office of the University Registrar will be proctoring a make-up final exam; an **EI** (excused incomplete) should be submitted for all other circumstances. Once incomplete work is submitted and graded, instructors will submit a final course grade to the Registrar. If a student does not complete missing work, the student will earn a failing grade (unless submission of prior work allows for a passing grade).

**Student Name:** ___________________________________________________  **SAGE ID#** ___________________________________________

**Student Email:** ___________________________________________________  **Course (ex: ECON 80a):** ______________________

**Instructor Name:** ________________________________________________  **Instructor Email:** ________________________________

**Reason for request:** _______________________________________________________________________________________________________________

**STUDYING ABROAD NEXT SEMESTER?**  □ No  □ Yes: Students must take exams and submit all assignments three weeks before their departure date.

**WORK DUE/EXPECTATIONS FOR COMPLETION (Complete only those sections that apply.)**

**Final Exam**  
Original Date/Time of Exam: _________________________________________________________________________

Please return this form to an advisor in Academic Services 24 hours before the scheduled time of the original exam (no later than 5pm). The deadline to return this form if requesting a Conflict Resolution exam is Thursday, December 15 by 3pm.

**Conflict Resolution Period [EA]**  Monday, December 19, 2016, Levin Ballroom, Usdan

The make-up exam will be proctored by the Office of the University Registrar, and will need to be received by Richard Cunnane (rcunnane@brandeis.edu) no later than noon on Friday, December 16.

**Start of the Spring 2017 Semester [EA]**  January 18, 24, and 26, 2017, 6:00-9:00pm

The make-up exam will be proctored by the Office of the University Registrar, and will need to be received by Richard Cunnane (rcunnane@brandeis.edu) two days prior to the exam date. Students will receive an email in early January with the date and location of the make-up exam.

**Final Exam Proctored by Instructor [EI]**

The instructor will make arrangements with the student to make up the final exam no later than January 26, 2017.

**Course Assignments [EI]**

Please return this form to an advisor in Academic Services (Usdan 130) by December 19, 2016 (no later than 5pm). All incomplete work from fall 2016 must be submitted no later than January 30, 2017. The Committee on Academic Standing will be meeting on January 9, 2017 to review student records – if possible, we encourage all incomplete work to be submitted prior to that date.

**Assignment(s):** ___________________________________________________  **Due Date(s):** __________________________

Work should be submitted: □ by email  □ to instructor’s office: ______________  □ other: ______________

**Student Signature:** ________________________________________________  **Date:** __________________

**Instructor Signature:** ________________________________________________  **Date:** __________________

**If both boxes need to be checked, please please submit an EA.**

**Academic Services Signature:** ________________________________________  **Date:** ______________