

**Brandeis University  
Graduate School of Arts and Sciences/Office of the  
University Registrar**



**Excused Incomplete Form**

**I. INSTRUCTIONS**

In order to receive an excused incomplete for work other than a final exam, both the faculty member and the student must agree that this is the best course of action for the student. An EI will be temporarily placed on the student's transcript to note that the course has not been completed. Once the outstanding work has been completed and a grade submitted to the Office of the University Registrar, the EI will be replaced with the earned letter grade. If a student does not make up the work, the EI may convert to a failing grade for the course. The incomplete work must be submitted at least 2 weeks before the deadline for the instructor to submit a final grade (April 1 for incompletes from the fall term; September 15 for incompletes from the spring term). After the grad submission deadline has passed, an outstanding EI grade will be converted to an "E" letter grade

Please return **1 copy** of this form to Meghan Peck in the GSAS, Kutz Hall, room 206-A by the last day of final exams (no later than 5:00 p.m.).

**II. STUDENT AND FACULTY EXPECTATIONS FOR COMPLETION OF OUTSTANDING WORK**

**Student Information (please print clearly):**

Name \_\_\_\_\_ Sage ID# 2 \_\_\_\_\_

Mailstop # \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Reason for Request \_\_\_\_\_

**Course Information (please print clearly):**

Subject and Catalogue Number (e.g. HIST 202A) \_\_\_\_\_

Class Title \_\_\_\_\_

Instructor \_\_\_\_\_ Email \_\_\_\_\_

**Work Needed:** \_\_\_\_\_

**Due on date specified on the Academic Calendar. Note to Instructor: A student request for additional time beyond this due date requires the approval of the University Registrar. Please email Mark Hewitt at [mhewitt@brandeis.edu](mailto:mhewitt@brandeis.edu)**

\_\_\_\_\_  
Student's Signature & Date

\_\_\_\_\_  
Instructor's Signature & Date

\_\_\_\_\_  
GSAS Dean's and Associate Dean's Signature & Date

Please note: If you will also be missing a final exam in this class, you must also complete a separate Final Exam: *Excused Absence Form*