

## Incomplete Request Process for Students

If you need to request an Incomplete for one of your courses for the fall semester, please submit a request through the College's Permit process ([Alverno College - Permit form](#)).

Please note this is a temporary solution until a separate permit form just for incomplete requests can be created.

- Log in and select the option for **General Permit** then click **Continue**

You need to include the following information in the permit request:

- In the **"I petition to:"** field, select **"Other"**

* I petition to: Select an Option		
* Expected Graduation Date: <input type="text"/>	* This petition is for Semester: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	* Year: <input type="text"/>
* State clearly the reason for this petition: <input type="text"/>		
* <input type="checkbox"/> By checking this box I certify that this is the equivalent of my signature, <b>April Thomas</b> .		

- In the **"Other:"** field, indicate that you are requesting an Incomplete and indicate the course number for the specific course you are taking:

* I petition to: Other	* Other: <input type="text"/>	
* Expected Graduation Date: <input type="text"/>	* This petition is for Semester: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	* Year: <input type="text"/>
* State clearly the reason for this petition: <input type="text"/>		
* <input type="checkbox"/> By checking this box I certify that this is the equivalent of my signature, <b>April Thomas</b> .		

- Enter your expected graduation date, and the semester and year for the course you are requesting an incomplete for (this should be the current semester)

* I petition to: Other	* Other:	
* Expected Graduation Date:	* This petition is for Semester: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	* Year:
* State clearly the reason for this petition:		
* <input type="checkbox"/> By checking this box I certify that this is the equivalent of my signature, <b>April Thomas</b> .		

Submit

- In the **“State clearly the reason for this petition:”** field, indicate the following:
  - Name of instructor
  - Coursework you have left to complete
  - Whether this course a prerequisite for subsequent term
  - Next registered term (e.g. spring 2023, fall 2023)

* I petition to: Other	* Other:	
* Expected Graduation Date:	* This petition is for Semester: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	* Year:
* State clearly the reason for this petition:		
* <input type="checkbox"/> By checking this box I certify that this is the equivalent of my signature, <b>April Thomas</b> .		

Submit

- Click **“Submit”**

* I petition to: Other	* Other:	
* Expected Graduation Date:	* This petition is for Semester: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	* Year:
* State clearly the reason for this petition:		
* <input type="checkbox"/> By checking this box I certify that this is the equivalent of my signature, <b>April Thomas</b> .		

Submit

Once you submit the form, it will be sent to faculty for their approval. Both your instructor and the Dean will need to approve incomplete requests. You and your instructor will receive an email from the Registrar’s Office once the incomplete has been approved.

**IMPORTANT NOTE:** Your submission of an incomplete request attests to your understanding of what is required of you to fulfill the requirements that will change your Incomplete (I) progress code to a Satisfactory (S) progress code. It is your responsibility to make appropriate arrangements to fulfill all course requirements in accordance to this agreement with the instructor of record for the course.

Failure to complete the required work within the agreed upon timeframe will result in an Unsatisfactory (U) progress code for the course.

***Possible Financial Aid Implications***

An Incomplete (I) may impact your ability to receive financial aid and/or demonstrate that you are making satisfactory academic progress (SAP) for financial aid. It is your responsibility to understand your financial aid situation when agreeing to the Incomplete. For further details, please contact the Financial Aid Office.