



**CABRINI**  
UNIVERSITY

## REQUEST FOR COURSE INCOMPLETE

The student must be passing the course at the time the incomplete is requested. A request for a course incomplete should be requested when an emergent situation has occurred to prevent the student from completing the course on time. The "I" (incomplete) grade will result in a grade of "F" if the incomplete grade is not resolved within 30 days of the end of the term in which the course was registered.

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Has permission to take an incomplete in:

CRN: \_\_\_\_\_ Course: \_\_\_\_\_ Course Title: \_\_\_\_\_

For:

Year: \_\_\_\_\_ Fall: \_\_\_\_\_ Winter: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

Reason:

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Dean, Retention and Student Success: \_\_\_\_\_

Date: \_\_\_\_\_

Return to Registrar at [registrar@cabrini.edu](mailto:registrar@cabrini.edu)