



Colorado State University-Pueblo  
 Extended Studies 2200 Bonforte Blvd.  
 Pueblo, CO 81001-4901  
 (719) 549-2316  
 (800) 388-6154  
 Fax- (719) 549-2438  
 extendedstudies@csupueblo.edu

### Incomplete Request Form

To request an incomplete in a Learn by Term course, complete this form and submit the form to your INSTRUCTOR, if approved, your instructor will forward the request to the Extended Studies Office.

**Deadline for submitting an Incomplete Request to your instructor is**

**MONDAY at 5:00 PM of FINALS week for the term enrolled.**

**To be completed by the Student**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ PID#: \_\_\_\_\_ (Not Social Security #)  
 City/State/ZIP: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Course Number and Title: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Term Enrolled:  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_  Fall 20 \_\_\_\_\_

Please provide a brief explanation of circumstances which prevented you from completing the course within the term:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Financial Aid recipients should contact their Financial Aid counselor BEFORE applying for an incomplete to ensure that they are aware of any impact this decision may have on their current or future financial aid eligibility.**

Outline your timeline for completing the remaining work for this course. You must provide a completion date within 60 days for each outstanding assignment or exam. All work must be completed within 60 days of the original term.

Assignment or Exam	Estimated Completion Date

I understand that if I am granted an incomplete and fail to complete your incomplete plan within 60 days of the end of the term you will automatically receive the grade applicable at this time, generally a grade of an "F". I also understand that failure to complete this course by my original completion date may impact my eligibility with Financial Aid, including the potential drawback of funds awarded in conjunction with this enrollment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Approval for International, Athlete, or students using VA.

International/Compliance/VEB Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the instructor**

Please verify that the student is eligible for an incomplete:

- Yes  No – student has completed at least 60% of the work is required for this course.
- Yes  No – Passing grades have been earned by the student in the course work completed.

Current grade in the course: \_\_\_\_\_ points of \_\_\_\_\_ points possible for the course (this grade will be entered if the student fails to complete this agreement)

I agree to grant this student an incomplete in this course and to continue to supervise the completion this course work until such time as the student has completed the class, or the student's completion timeline has expired.

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

**For Extended Studies Office Use Only**

Date incomplete entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date final grade entered: \_\_\_\_\_ Entered by: \_\_\_\_\_