



Soka University of America  
Office of the Registrar

INCOMPLETE FORM

**NOTE:** Students who have fully participated in a course during a particular block or semester and whose current work is of non-failing quality, may petition their instructor to assign an incomplete grade if for substantial reason they cannot complete required coursework. The maximum time allowed for an incomplete to be resolved is the beginning of the corresponding session of the following academic year. (*Students who received an "I" in the Fall session must complete their work before the beginning of the Fall block of the following academic year; students who received an "I" in the Spring session must complete their work before the beginning of the Winter block of the following academic year.*)

**Please attach a letter of explanation, a plan for completing the course requirements, and any other supporting materials.**

Student ID Number: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_  
Last First Middle

Course taken in:  
 Fall:  Spring: Year: 20\_\_\_\_

Class No. Subject Cat No. Section Instructor's Name  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

**APPROVAL PORTION TO BE COMPLETED BY INSTRUCTOR**

Work is to be completed by: \_\_\_\_\_

Grade Default to: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEAN OF FACULTY:  APPROVED  DISAPPROVED

DEAN OF FACULTY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR REGISTRAR'S OFFICE USE ONLY**

Registrar's Input: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_