



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 one year from the time the incomplete was granted.

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

COMMENTS: _____

DEAN OF FACULTY SIGNATURE: _____ DATE: _____

FOR REGISTRAR'S OFFICE USE ONLY

Registrar's Input: _____ BY: _____ DATE: _____