Incomplete for Special Circumstances Request

Students who encounter unusual and critical circumstances that prevent them from completing a course within a standard 60-Day Course Extension, such as Military deployment, temporary duty, temporary additional duty, permanent change of station, major surgery, natural disaster, family emergency, death of an immediate family member, or job relocation may request an Incomplete for Special Circumstances. **Please read the full policy located on the Waldorf website before submitting this form**. If approved, the maximum length of an Incomplete for Special Circumstances is 60 days from the original course end date. Requests must be made before the course end date.

Students should complete this form and submit with official documentation that substantiates the circumstance and indicates dates that the student will be affected. **Submission goal dates are required.** Requests that are received without support documentation or that do not include a written plan for completion of assignments will not be considered. Please note Incomplete for Special Circumstances request are not automatically granted and require approval from the course professor. Students should normally receive a response within five (5) business days from receipt of request and support documentation.

Student Information			
Legal Name	Last: First: Middle:		
Student ID#		E-Mail:	
Home Phone	( ) -	Work Telephone	( ) - Ext.
Reason for Extension Request (Extenuating Circumstances)			
Course Information and Student's Plan for Completion of Assignments (If request is for more than two courses, please fill out a separate form)			
Course Number			
Course Name			
	Incomplete Assignments and Submission Goal Dates *REQUIRED* (example: Unit 6 Assessment-10/12/07; Course Research Paper-10/31/07; Final Exam – 11/10/07)		
Course Number			
Course Name			
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☐ I have included support documentation with this form as required.			
Student Signature:		Date:	
Waldorf Use Only			
Status:	☐ Approved ☐ Not-Approved		
Reason for Non-Approval:			
Committee Chair:		Date:	

Waldorf College
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