SIT SCHOOL FOR INTERNATIONAL TRAINING

Registrar Incomplete Grade Form

School for International Training • 1 Kipling Road, PO Box 676 • Brattleboro, VT 05302-0676 USA
Office of the Registrar • registrar@sit.edu • Tel 802 258-3582 • Fax 802 258-3470

Student/Program Information

Current Name: _____   Student ID Number: _____
last name   *first name*

SIT Study Abroad Program: _____
country / name of program

Program Start Date: _____   Program End Date: _____

Academic Director Name: _____   Academic Dean Name: _____

Number of Calendar Days Missed: _____   Date Submitted: _____

Incomplete Course Information

Course Number/Title: _____

Reasons for Incomplete:

_____

_____

_____

_____

Please Note: All incomplete work must be submitted to the instructor no later than sixty (60) days from the last day of the program. The instructor must submit the final grade to the Registrar within ninety (90) days of the last day of the term. If the final grade is not submitted to the Registrar within 90 days of the term's end, the Incomplete will automatically convert to a final grade of Failure (F).

Student Signature: _____   Date: _____

Academic Director Signature: _____   Date: _____