

**AVILA UNIVERSITY HONORS PROGRAM
INCOMPLETE HONORS COMPONENT REQUEST**

Instructions: Students will consult their faculty facilitator (enhancement supervisor, seminar instructor, etc.) to complete the form. The completed form will then be uploaded by the student to the respective Canvas grade book location for the component. A completion form must be received by the Honors Program Director (via honors@avila.edu) within two (2) weeks of the original deadline or the student's grade will automatically be converted to "No Pass".

Student Name: _____ Term: Fall Spring 20 _____

Avila ID: _____

Component Type: Seminar Enhancement CCE

Faculty Facilitator: _____

For CCEs, the Honors Director is the facilitator.

Reason for incomplete:

Plan for removal of incomplete (specification of work to be completed):

Date by which work must be completed (within the six-week period): _____

Student Signature: _____ Date: _____

Facilitator Signature: _____ Date: _____