



# Incomplete for Special Circumstance

A maximum of 120 days beyond the original course end date may be requested by the student for review and approval. Approval is subject to meeting requirements outlined in policy and the amount of time granted is based upon the student's documented circumstance.

In order to submit the ISC request form, relevant supporting documentation, substantiating the stated circumstance must be provided. Documentation must be dated and correlate with the hardship and time parameter in which the student is/was unable to complete coursework. Additional or alternate documentation may be requested for verification purposes. Please note, all letters used as official documentation must be signed, on letterhead, and include a point of contact. Personal letters are not accepted as official document.

ISC requests are not automatically granted and must be approved. A maximum of two (2) ISCs will be granted, upon approval, per calendar year. Students are not granted in excess of one (1) ISC per course.

Please allow seven (7) to ten (10) business days for processing an ISC request. Additionally, there is no fee required for an approved ISC.

STUDENT INFORMATION			
Legal Name:	Last:	First:	Middle:
E-Mail:			Student ID:
Home Phone:		Work Telephone:	( ) - Ext.
Reason for Extension Request			
Course Name			
Signature			

***Return the signed & completed form via email, fax, or mail along with any applicable supporting documentation.***

**EMAIL:** [ContinuingEd@ColumbiaSouthern.edu](mailto:ContinuingEd@ColumbiaSouthern.edu) **FAX:** 251.923.5734

**MAILING ADDRESS:**

ATTN: Continuing Education Department  
21982 University Lane  
Orange Beach, AL 36561