



Incomplete Grade Request Form

PURPOSE OF THE FORM

This form needs to be completed to request an Incomplete grade for a student. Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

PORTION TO BE COMPLETED BY THE INSTRUCTOR

Instructor: _____ **Student (CWID):** _____

Course Code/Section: _____ **Term:** _____

In the space below, describe the circumstances that led to the requested Incomplete for the course. Afterward, list every missing assignment, quiz, exam, and any other course requirement needed to satisfactorily complete the course **within the first three weeks** of the next term.

REQUIRED SIGNATURES FOR APPROVAL

Instructor: _____ **Student:** _____

Dean/Exec. Dir: _____