

# WHEATON COLLEGE

# INCOMPLETE REQUEST FORM

The catalog states that “an incomplete grade (INC) may be assigned only for deficiencies as a result of illness or situations beyond the control of the student and not because of neglect on the part of the student.” This request must be submitted to the Registrar no later than the last day of final exams of the quad/semester in which the incomplete grade is requested.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Current Term: \_\_\_\_\_ CPO Box: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_  
Dept. No.

Instructor Name: \_\_\_\_\_

Reason(s) for not completing the course work before the end of the term: \_\_\_ Health \_\_\_ Other  
Brief description (i.e. hospitalization during semester, doctor’s recommendation, etc):

What Wheaton College official can confirm your inability to complete your work by the end of the last day of finals for this course?

\_\_\_\_\_

Assignments and/or exams needed to complete this course:

- 1.
- 2.
- 3.
- 4.

It is agreed that the missing work will be given to the instructor ***no later than six weeks from the end of the course.*** An extension beyond the six week deadline must be requested through an Academic Petition.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

I will submit a grade to the Registrar’s Office no later than 2 weeks after the missing work has been turned in. If the work is not given to me by the six-week deadline, the INC will default to an F. I will submit a Change of Grade Request form if the default grade should be other than an F.

\_\_\_\_\_  
Instructor’s Signature

\_\_\_\_\_  
Date

### Return request form to Registrar’s Office for appropriate action

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This request is  Approved  Not Approved COMMENTS:

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date