



INCOMPLETE GRADE REQUEST FORM

An Incomplete (INC) grade may be assigned only for deficiencies as the result of illness, disability, or situations beyond the control of the student and not because of neglect on the part of the student. An Incomplete is not available for students who have unresolved Incompletes from prior terms. For students who pursue a Leave of Absence (LOA), incompletes may not be granted by faculty unless also approved by the Dean of Student Wellness. The Incomplete Grade Request Form is available in the Registrar's Office and requires instructor's approval. The filing deadline for the form is the last day of finals (or last day of the quad for A quad courses, or last day of the part of term for summer courses). An Incomplete grade can be assigned by the instructor for any length of time up to the end of the sixth week from the end of the course. After the assigned length of time (no more than 6 weeks), the instructor will either assign a final grade via the Grade Change form, or a default grade of F will be assigned. Once the drop deadline has passed, a class cannot be dropped after an Incomplete has been entered; some exceptions may be made on a case-by-case basis when an LOA has been approved.

This form has multiple sections to be completed in the following order:

1. Student completes **Student** section on page 1.
2. Student sends form to **Instructor**.
3. If in agreement, the **Instructor** reviews the Incomplete Policy on page 1, signs the form, and sends it to the student and the Registrar's Office for processing.

STUDENT:

Student Name _____ ID _____ Date _____

CRN _____ Course Subject _____ Course Number _____ Year _____ Semester _____

Course Title _____ Instructor _____

Rationale for needing the Incomplete:

Are you connected to a College Official* who can confirm your rationale for needing an Incomplete? If so, please provide their name and department: _____

*College Official is defined as someone other than your instructor, for example: Counseling Center, Student Health Services, Student Care Services, Learning and Accessibility Services, Graduate Student Life, Graduate School Program Director/Coordinator or Advisor.

REQUIRED: Assignments and/or exams to be completed (consult with instructor before submission):

By signing below, I acknowledge that I will not be eligible for Dean's list or graduating in the current term, and if I do not submit the missing work to the instructor by the deadline indicated below by Instructor, I will earn an F for the course.

Student Signature _____ Date _____

INSTRUCTOR:

It is at your discretion if this request is in compliance with the Incomplete Policy on page 1. You may contact the College Official provided by the student on page 1 before approving this Incomplete request.

On page 1, the student listed the remaining coursework they are requesting to complete. Please review this list and note any changes to the coursework you will approve for this incomplete in the space below. If no changes are needed, proceed directly to the signature line.

By signing below, I affirm the request is in compliance with the Incomplete Policy, I am agreeing to a 6-week extension from the last day of the term for the student to submit coursework (or an earlier date if I have written one below), and I will submit a Grade Change form within 2 weeks after the new deadline, unless the grade should default to an F.

Instructor Signature _____ Date _____

(Not required) If you are requesting the student submit coursework prior to the six week deadline, please indicate the official deadline here: _____.

Instructor, please email this form to registrar@wheaton.edu and cc the student for their records.

Upon receipt of the form with all signatures, the Incomplete grade will be processed by the Registrar's Office. Instructors, if the INC grade does not appear in Banner Self Service at the time you assign Final Grades at the end of the semester, you can leave the grade blank, and the Registrar's Office will assign the INC before rolling grades to students' transcripts.

If the course is not completed within the six-week time limit, a grade of F will be assigned. The six-week time limit may be extended only by special permission of the Registrar and approval of the instructor. To request this extension, students must submit an Incomplete Extension Petition (available on the Registrar's Office webpage) before the six-week time limit is up. In no case may an incomplete be extended beyond six months from the end of the semester.