



## 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.”

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. This request must be submitted to the Registrar no later than 4:30 p.m. on the last day of final exams of the quad/semester in which the incomplete grade is requested.

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

1. Student completes **STUDENT** section, page 1.
2. Student sends for **SIGNATURES** on page 2.
  - a. If student is connected to a College Official\* who is aware of the reasons for the Incomplete, the student can send the Incomplete Form to College Official to sign in support of the Incomplete.
  - b. If student is not connected to a College Official, faculty are able to waive this requirement if they are still in support of the Incomplete.
  - c. If in agreement, the Instructor 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 **20** \_\_\_\_\_ Semester \_\_\_\_\_

Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

Reason(s) for not completing the course work before the end of the term:      Health      Other

Supporting documentation, if available, should be submitted to Learning and Accessibility Services at [las@wheaton.edu](mailto:las@wheaton.edu).

Assignments and/or exams needed to complete this course (attach additional sheet if needed):

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 quad or semester in which the course was taken, unless noted below by Instructor.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURES:**

Are you connected to a College Official\* who can confirm your reasons for needing an Incomplete?

\*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).

Name and Department: \_\_\_\_\_

Please forward this form to the person you listed above.

**(Optional) College Official:**

I confirm that this student is not able to complete the coursework as a result of disability/health condition or a situation beyond the control of the student in accordance with the Incomplete Policy.

College Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Officials, please forward this form back to the student with your signature.

Students, forward on to your instructor.

**Instructor:**

Required: I confirm the request is in compliance with the Incomplete Policy (which is listed at the top of this form).

**If there is no College Official signature above**, please indicate if you waive this requirement:

I waive the requirement for a College Official signature and am in support of the Incomplete Request without the confirmation of a College Official.

The Incomplete period can be no longer than 6 weeks from the last day of the term and will default to 6 weeks if no other number of weeks is entered below. Two weeks after the deadline has passed, the grade will automatically be converted to an F, unless the instructor submits a Change of Grade form to the Registrar’s Office.

In fall 2022, the 6-week deadline date for work to be submitted to the instructor is **Thursday, January 26, 2023** for full-term and B quad and **November 25, 2022** for A quad.

Optional: I am requiring an earlier date for the student to submit work to me, and the date is: \_\_\_\_\_.

Required: I will submit a Change of Grade form within 2 weeks after this deadline (February 9 for full-term and B quad, or December 9 for A quad, unless earlier date is indicated above), unless the grade should default to an F.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor, please submit this form to [registrar@wheaton.edu](mailto:registrar@wheaton.edu) and **send a copy to 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. Students must submit an Academic Petition for an Extension (on the Registrar’s Office website) **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.