



REQUEST FOR INCOMPLETE GRADE

A grade of incomplete for a course is granted only in cases of extenuating circumstances. Responsibility for completing all course requirements must be assumed by the student.

The student must:

- (1) Have already completed 66% (2/3rds) of class assignments to be eligible for an extension.
- (2) Submit a Request for Incomplete Course Grade form signed by the course professor to their Academic Advisor and Registrar with a proposed timeline for course completion.
- (3) Complete the stated requirements **2 weeks** after the final due date of class. The form can be found on the resources tab of the WC website or requested from instructors. If the "I" grade is not cleared within this specified time limit, the "I" grade will automatically change to an "F" grade.

I, _____, hereby request permission to receive an incomplete grade for _____.

Reason: _____

Missing assignments/requirements with proposed submission dates:

Final assignments submission date:

Incomplete course Completion Due Date (maximum of 2 weeks after final due date):

Student Signature and Date (electronic signature is fine)

Instructor Signature and Date (electronic signature is fine)
