

Incomplete Request Form

“An Incomplete (I) indicates that a student’s work in the course is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance.”

For further details see the WAU Bulletin.

I. To be completed by the student:

Student’s name: _____ ID#: _____

Term (e.g., 2008 FA): _____

Section (e.g., ENGL 101-01): _____

Section Title (e.g., English Composition): _____

Reason for request: _____

Student’s signature: _____ Date: _____

II. To be completed by the instructor:

Note: Incomplete grades should be removed by mid-term of the following term.

Dates later than this should have supporting documentation.

Requirements to be completed _____ Date to be completed: _____

If an Incomplete Removal Form has not been submitted by the instructor by the last date above, the Records Office should change the Incomplete grade to a grade of _____

Approved Not approved

Instructor’s printed name: _____

Instructor’s signature: _____ Date: _____

III. To be completed by Department Chair/Dean:

Approved Not approved

Department Chair/Dean’s printed name: _____

Department Chair/Dean’s signature: _____ Date: _____

For Office Use Only: Computer Entry Graduation Audit Check