

Incomplete Request Form (Return completed form to the Registrar's Office)

“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 Academic Catalog.

NOTE: Students who receive an Incomplete at the end of a term will be automatically enrolled in UNCE 200/500 for all applicable upcoming term(s) until the designated completion deadline has passed as referenced in the respective Incomplete policy.

Students being enrolled in UNCE 200/500 will be charged a fee of \$100 each time they must be placed in the course. If, however, a student enrolls for other courses within the same term the fee will be waived.

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 will default to an “F” by the end of the following term if a grade has not been changed by the instructor prior to the deadline. A new Incomplete Request form will be required if requesting an extension beyond this.

Requirements to be completed _____ Date to be completed: _____

☐ 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