

Application for Grade of Incomplete

STUDENT ID: _____ NAME (PRINT): _____
LAST FIRST MI

Mailing Address: _____
Street City State Zip Code

Year/Term	Department	Course number	Section number	Course Title
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Reason for request: _____
(Completed by student)

Work to be completed: _____
(Completed by Instructor)

Date by which work is to be completed: _____

Default grade to be assigned in 365 days if still incomplete: B C D F

The grade of Incomplete (I) is given only when a student has passing grades in 2/3 of assigned work, but, because of extenuating circumstances, cannot complete all of the course work by the end of the semester. Extenuating circumstances include (1) incapacitating illness which prevents a student from attending classes; (2) a death in the immediate family; (3) change in work schedule as required by an employer; or (4) other emergencies deemed appropriate by the instructor. *A grade of Incomplete should not be requested, nor given, for lack of completion of work because of procrastination or dissatisfaction with the grade earned.*

Once the appropriate work is completed, the instructor must submit to the Registrar's Office a completed change of grade form, signed by both the instructor and the chairperson of the department. **If no grade change is submitted within 365 days of the grade of Incomplete being assigned, the default grade indicated above will be applied to the course.** Should no default grade be indicated on the form, or should a department not submit an application for grade of incomplete form but assign a final grade of "I", the default grade will be "F".

Any exceptions to the regulations listed in the student catalog pertaining to grades of incomplete require the approval of the instructor, department chair *and* the dean or director of the academic unit in which the course was offered.

Student Signature: _____ Date: _____

Approved: _____ Date: _____
Instructor

Approved: _____ Date: _____
Department Chair

Note: The Application for Grade of Incomplete should be approved by the Instructor, then returned to the Chair of the Department* for final approval before submitting to the registrar's Office.

*In order to be processed when digitally signed, this form must be submitted to the Registrar's Office via the faculty or chair TWU e-mail.