

**William Woods University
Graduate & Adult Studies
Incomplete/Grade Change Form**

Student name: _____ Student ID # _____

Course Name & Number: _____

Cohort & Location: _____ Date course finished: _____

POLICY ON INCOMPLETE COURSE WORK:

The Incomplete may be issued only in special circumstances. Defined as circumstances beyond the student's control, which prevents the student from finishing a small portion of the work required to complete the course within the established course schedule. **The Incomplete is never granted for purposes of convenience or to enable the submission of long overdue work.**

The obligation to remove an **Incomplete grade rests exclusively with the student.** The student must honor this obligation within 4 weeks of the last class session in the course in which the Incomplete was recorded. **Failure to satisfy this obligation automatically results in the grade originally assigned being recorded.**

Reason for request: _____

Grade Student earned without make up work (if figured at this time): _____

Extension Deadline: _____ *Once approved, copy returned to faculty member.*

POLICY ON GRADE CHANGES: (Must be accompanied by documentation.)*

Once grades have been submitted to the University Registrar, they may be changed for one of three reasons.

1. To change an Incomplete to a letter grade
2. To correct a mathematical or clerical error*
3. To accommodate a change resulting from an appeal*

Completion

Original Grade Assigned: _____ Grade Changed to: _____

Faculty Signature: _____ Date: _____

Approved or Denied (please circle): _____
(Registrar/Academic Dean)

Change recorded by: _____ Date: _____