

**INCOMPLETE COURSEWORK  
INFORMATION FORM**

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course: \_\_\_\_\_

Term & year course was offered: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Deadline given to student, from instructor, for completing coursework: \_\_\_\_\_

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

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Policy on Incomplete Grades:

**The incomplete grade is used exclusively to indicate that serious illness or extenuating circumstances occurred during the semester that prevented the student from completing a portion of the coursework.**

In terms of grade points, the incomplete grade carries no quality points and does not figure into the GPA. It is the student's responsibility to contact the professor and to arrange for completion of course requirements prior to the deadline. **An incomplete grade, which is not removed within 15 class days into the following long semester, will be converted to the grade (stated above) that the student would have made at the end of the semester.** (WWU catalog)

Instructor Submitted to Registrar for grade entry

Date: \_\_\_\_\_ Entered by: \_\_\_\_\_

SUBMIT COMPLETED FORM TO THE REGISTRAR'S OFFICE.