

EXPLANATION OF AN INCOMPLETE GRADE

(to be filed in the instructor's departmental office)

Please Note:

A grade of "Incomplete" should only be awarded when there is a reasonable prospect that the student can pass the course by making up the work missed. An "Incomplete" should not be assigned to a student who has never attended the class. A student should not re-register for the course until the "Incomplete" grade is removed or changed to a "F" grade.

Even though the deadline to report the grade for an "Incomplete" is the last regular class day of the next semester (excluding summer), an instructor has the flexibility to determine the due date. If additional time is needed beyond the last class day deadline to clear the "Incomplete" grade, the instructor must complete the form "REQUEST FOR EXTENSION OF AN INCOMPLETE GRADE" found under Forms and Resources on the Registrar's webpage, registrar.wcu.edu and submit to the Office of the Registrar.

920 _____ Year: 20 _____ Semester: Spring Summer Fall
Student ID Number

Last Name First Middle

CRN Course Prefix Course No. Course Sect. Course Title

Reason For Incomplete:

- Student failed to complete the work because of a serious interruption in the course not caused by the student's own negligence
- Student missed the final examination
- Co-operative education
- Other extenuating circumstance(s)...please explain:

List Conditions Required To Remove The Incomplete:

Instructor's Signature: _____ Date: _____