

## INCOMPLETE GRADE REQUEST

Incomplete grades are awarded only because of illness or other unusual circumstances **beyond the student's control**. Failure to remove the incomplete **will result in a grade of "F" being recorded** on the student's record unless otherwise noted under "Approvals and Conditions" below.

### REQUEST FOR INCOMPLETE

*To be completed by student, then forwarded to instructor.*

Student ID#: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_ College: \_\_\_\_\_

Dept.: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_ Credits: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course title: \_\_\_\_\_

Reason for requesting Incomplete Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Student signature: \_\_\_\_\_

### APPROVALS AND CONDITIONS

*To be completed by the instructor. Provide a copy to the student and send one to Office of Records and Registration.*

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The following work remains to be completed for this course:

All work must be submitted to instructor by: \_\_\_\_\_ (due date\*)

Due date must allow instructor time to submit Change of Grade form to the Office of Records and Registration prior to expiration of Incomplete. (**Maximum** is one year for undergraduate and graduate courses.)

Failure to complete the work by the due date above will result in a permanent course grade of: \_\_\_\_\_

Date: \_\_\_\_\_ Instructor signature/approval: \_\_\_\_\_

When work is completed prior to due date, submit WINGS online Change of Grade form.

Instructor must email a copy to the student and to records@uwlax.edu from their official UWL email account to be valid.