

# INCOMPLETE FORM

Process for assigning an Incomplete (IN): *Students must have completed **at least 50% of the course work at an acceptable level** to be eligible for an incomplete. Instructor will assign and "IN" during the final grading process and complete this form and submit to the Office of the Registrar. Please keep a copy of this form and instructor will complete the "FINAL GRADE" box when the "IN" has been fulfilled. Submit again to Office of the Registrar for grade update.*

**\*\*ALL fields on page 1 are required or form will be returned for completion.**

Course Number & Title:	
Instructor:	CRN:
Student Name:	Student ID:
Semester/Year:	Grade at the time of the Incomplete:

Work needed for course to be completed (additional space on page 2):

If the above work is not satisfactorily completed by \_\_\_\_\_ (not to exceed one calendar year), a grade of \_\_\_\_\_ will be recorded as the final grade. *The instructor is responsible for setting, adhering, and contacting the Office of the Registrar with a final grade by the established deadline.*

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair/Program Director signature: \_\_\_\_\_

**INSTRUCTOR:** *You are expected to turn in this form to the Office of the Registrar by the grade deadline during the term in which you are assigning the incomplete. You are also expected to keep a copy of this form so that you can turn in the final grade (below) upon completion.*

## **FINAL GRADE**

To be filled out at the time of *final* grade assignment:

**FINAL GRADE:** \_\_\_\_\_

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

**LAST DATE of ATTENDANCE** (if "F" or "TF" grade assigned): \_\_\_\_\_

**Is this the student's final credit needed to graduate?**      **YES**      **NO**      **UNSURE**

## **Worksheet (optional)**

Use this page, at the instructor's discretion, to outline a schedule for completion and specific description of requirements.

**Incomplete Policy:** <https://catalog.western.edu/undergraduate/policies/>

At the discretion of the faculty member teaching the course, a student who is unable to complete a course for reasons beyond the student's control (e.g., illness) may be assigned an "Incomplete" (IN). The student must have completed more than one-half of the course work at an acceptable level at the time of the request for an "Incomplete." The student and the faculty member must agree upon a plan for the completion of the work within a time period not to exceed one calendar year. When faculty give an "Incomplete", they must designate the student's existing grade in the course, the work to be completed for the "Incomplete" to be removed, and also indicate the grade that will be automatically given after one year if the work is not satisfactorily completed.

***(Highly recommended)***

Student Signature of Understanding:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date