



WARNER UNIVERSITY

# Request to Award an Incomplete

Student Name \_\_\_\_\_

Warner ID # \_\_\_\_\_

Faculty Name \_\_\_\_\_

Semester \_\_\_\_\_

Course Prefix, Number and Title \_\_\_\_\_

**Catalog Statement (2008-10 Catalog, pg. 33):**

An Incomplete (I) grade is given when students are prevented *by circumstances beyond their control* - as explained to the satisfaction of the instructor - from completing the course requirements by the last day of classes. In such cases, the instructor will complete the "Permission to Assign an Incomplete Grade" form. The request will describe the incomplete work and a plan for its completion. This form must be submitted with the final grades. Incomplete work must be made up within the first eight weeks of the following semester for regular semester courses (ten weeks or more) and within four weeks following an accelerated course (fewer than ten weeks), otherwise a grade of "F" will be assigned for the course. In exceptional circumstances, a student may request an extension of time for completion. The approval of the Dean of the appropriate school, as well as the instructor, is required. This extension must be requested before the eight-week deadline.

Specify why the student's work is incomplete and what work needs to be completed.

Describe the arrangements made for completion of the course?

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Approved \_\_\_\_\_  
Dean of Appropriate School Signature

\_\_\_\_\_  
Date

Recorded \_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date