



Request to Award an Incomplete

WARNER UNIVERSITY

Student Name: _____

Warner ID #: _____

Semester: _____

Course Prefix & Number:	Name of Instructor	Instructor Signature

Catalog Statement:

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 prior to 10 weeks after the last day of finals in the semester in which the Incomplete is awarded for regular semester courses (ten weeks or more) and within four weeks following an accelerated course (fewer than ten weeks); otherwise, the grade the student has earned based on the course requirements as designated in the syllabus will be assigned. In exceptional circumstances, a student may request an extension of time for completion. The approval of the dean, as well as the instructor, is required. This extension must be requested before the ten-week deadline. Students who have multiple courses with extensions for incomplete grades will have a hold on future registration.

Specify why the student's work is incomplete.

*Note: Awarding an incomplete will not extend a textbook rental period. If a textbook or other course materials are required beyond the originally scheduled rental period, the student is responsible for acquiring the book/materials needed via alternative means.

Agreed _____
Student Signature

Date

Approved _____
Academic Administrator

Date

Recorded _____
Registrar's Office

Date
November 2024