

# KANSAS WESLEYAN UNIVERSITY

Office of the Registrar PH285, 100 E. Claflin, Salina, KS 67401

Telephone: (785) 833-4318

FAX: (785) 404-1485

E-mail: kdubhub@kwu.edu

## INCOMPLETE GRADE REQUEST

An Incomplete "I" grade is a temporary grade that may be granted when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

### Requirements for Incomplete Grade:

1. The student's work to date must be passing.
2. Student must have attended to the 60% point of the course and attendance to date was satisfactory.
3. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date.
4. Required work can reasonably be completed before the last day of the following semester.
5. An incomplete cannot be given as a substitute for a failing grade.
6. An incomplete cannot be based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.
7. A complete Incomplete Grade Request must be submitted to the Office of the Registrar **before the last day of final examinations as listed in the Academic Calendar.**

Student's Name (please print): \_\_\_\_\_ ID# \_\_\_\_\_

Course # \_\_\_\_\_ Course Title: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

### Reason for Incomplete Request: (must be used only in cases of extenuating circumstances beyond the control of the student)

- Recent or Extended Serious Personal Illness/Injury  
 Internship Hours Not Yet Completed  
 Serious Family Illness/Injury  
 Personal Reasons (Please Explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand that I am responsible for completing the work required no later than the last day of the next regular semester. I also understand that failure to do so will result in the incomplete grade being converted to the alternate grade the professor assigned below (I/F will be converted to F); unless a final grade is assigned by the instructor prior to that date.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed by Instructor:

Detailed Description of Work Required to Complete the Course: **Complete instructions for all missing assignments, papers, etc. must be attached. Copies of missing exams or quizzes must be attached. Include a copy of syllabus with weights of all graded assignments.**

Alternate Grade Assigned: I/\_\_\_\_\_ (initials: \_\_\_\_\_) Final Grade Assigned: \_\_\_\_\_ (initials: \_\_\_\_\_)

(The Alternate grade is the grade earned to date if no additional work is submitted) Acceptable values are I/B; I/C; I/D; I/F. If no alternate grade is indicated an "F" will be assigned. The incomplete grade will be converted on the last day of the next regular semester unless a final grade is assigned by the instructor prior to that date.

Alternate grade Assigned:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final grade Assigned:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Office of the Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not Approved

Provost Signature \_\_\_\_\_ Date \_\_\_\_\_