WOFFORD COLLEGE
APPLICATION for INCOMPLETE (‘I’) GRADE

Return Completed Form to: Office of the Registrar, DuPré Administration Building, Tel (864) 597-4030, Fax (864) 597-4019

The instructor submits a grade of ‘I’ (incomplete) when a student is unable to complete the course due to circumstances beyond the student’s control, such as illness, death in the family, or accident.

**Regulations:** Students must initial each item below to acknowledge that they understand and will abide by the provisions. Please note a comprehensive description of the Incomplete Policy can be found in the Catalog (http://catalog.wofford.edu/).

- The student must initiate the Application for Incomplete ‘I’ Grade with the instructor.
- The instructor has the right to deny the request.
- The grade of ‘I’ is only available to students who have completed at least three-quarters of the course requirements.
- The Application must be submitted to the Registrar’s Office by 5:00 pm of the last day of the final exam period.
- Once the Application is approved and submitted a grade of ‘I’ will be assigned. This grade can remain in place until midterm (the Friday of the 7th week) of the following semester.
- If a final grade is not submitted by the Friday of the 7th week of the following semester, the grade of ‘I’ will update to an ‘F’ (failure).

**Student/Course Information**

W# ___________________  First Name ___________________  Middle Initial ___________  Last Name ___________________

Semester/Term of Attendance:  □ Fall  □ Interim  □ Spring  □ Summer  20________

Course Subject ____________  Course Number ____________  Course Section (or CRN) ____________

Course Instructor ___________________________  Date of final grade submission (end of 7th week) ____________

**Reason:** A brief description for the reason of the request (i.e. illness, accident, etc.)

***Incompletes cannot be granted only to give the student more time to do more careful or thorough work.***

**Course Work to Be Completed**

<table>
<thead>
<tr>
<th>Course</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby request a grade of Incomplete. I understand that any misrepresentation of my circumstances in order to obtain a grade of Incomplete is an Honor Code violation.

____________________________________________________________  ________________________________
Student Signature                                         Date

____________________________________________________________  ________________________________
Instructor Signature of Approval                          Date