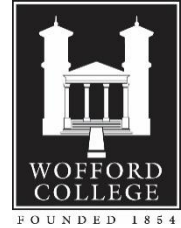


WOFFORD COLLEGE

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

Due Date

Course Work to Be Completed	Due Date

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*