



## NOTICE OF "INCOMPLETE" GRADE

**Student Name:** \_\_\_\_\_ **ID #** \_\_\_\_\_

**Course Number and Title:** \_\_\_\_\_

**Semester/Term:** \_\_\_\_\_

---

**Reason for incomplete:**

*Incomplete grades should only be given in the event of illness or extenuating circumstances and will only be approved if sufficient justification is provided.*

**Course requirement (s) to be completed:**

**NOTE:** If the student will need access to Blackboard following the close of the term, please contact [CTL@wwc.edu](mailto:CTL@wwc.edu) to make arrangements.

**Anticipated date of completion**

*The deadline for submission of grades is the end of the sixth week of the next regular—fall or spring—semester. If more than one requirement needs to be fulfilled, a schedule of completion dates could be helpful.*

**Grade to be entered if no further work is submitted:** \_\_\_\_\_

*If a grade is not submitted prior to the established deadline, the I automatically becomes either an F or the grade submitted above.*

\_\_\_\_\_  
**Instructor** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student** \_\_\_\_\_  
**Date**

(Student's signature, indicating concurrence, should be obtained if possible).

---

**Received by Registrar** \_\_\_\_\_  
(Initials) Date

**Copy to:** \_\_\_\_\_ **Instructor**  
\_\_\_\_\_ **Student**