

Writing Program

“Incomplete” Report Form

A copy of this form must be completed and submitted to the Writing Program main office for every student who receives an “Incomplete” on the final grade roster. Note: You must contact either the WP director or WP ombuds officer before submitting this form and granting the Incomplete. See the *Instructor’s Handbook* (“Evaluation” section) for more information.

Please comply with the following University policies on granting incompletes:

1. An “Incomplete” should be given only in cases when a student has satisfactorily completed most of the required work for a course.
2. A student is expected to make up an “Incomplete” by the end of the following semester.
3. If the student has not completed the work by the end of the following semester the grade automatically turns into an “F.” Instructors wishing to extend the deadline must inform the Registrar’s office **in writing** of the new date of completion.

.....
Student Name: _____

Student ID#: _____ Year of Graduation: _____

Instructor’s Name: _____

Address: _____

Phone #: _____

Semester: _____

Course (BW111, CW112): _____ Section: _____

Course Number: _____

Indicate the grade the student has now, based on all work that has been completed: _____

Indicate the approximate % of class sessions the student has attended this semester: _____

Indicate the date by which you and the student agree all course work should be completed: _____

Explain why you have given an “Incomplete” to the student named above:

Provide a detailed description of the assignments that must be completed in order for the student to finish the course. Attach assignment sheets if you have them.

Instructor's Signature

Date