

**Request for Incomplete Grade Guidelines:**

- The academic policy governing incomplete grades appears in the ‘Academic Policies’ section of the Wheelock College Course Catalog.
- The deadline to submit this form is the deadline for submission of final semester grades. Request forms received after the final grade deadline are handled on an exceptional basis and are forwarded to the appropriate Academic Review Board for approval.
- Degree candidates are not eligible for incomplete grades.
- Please note, Incomplete grades have a significant impact on the student’s financial aid package. A student cannot get packaged for financial aid with an incomplete grade on his or her record. Final grades for coursework completed should be submitted in a timely manner.

**Student Information**

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\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*ID Number*

**Course Information**

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\_\_\_\_\_  
*Year &  
Term*

\_\_\_\_\_  
*Course Code*

\_\_\_\_\_  
*Course Title*

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

**Arrangements for Completion of Coursework and Assignments**

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Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Assignments/coursework  
to be completed: \_\_\_\_\_  
\_\_\_\_\_

My instructor and I have agreed that I will submit the above  
assignments/coursework to the instructor no later than: \_\_\_\_\_

**Signatures**

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

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

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

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

**For Office Use Only**

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\_\_\_\_\_  
*Processed by*

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