

**WORK MUST BE COMPLETED BY THE END OF THE THIRD WEEK AFTER SEMESTER ENDS.**

Instructor may provide the final grade the following day to the Registrars office [registrar@willamette.edu](mailto:registrar@willamette.edu)

**Incomplete Grade, is not a final grade but a placeholder until the final grade is determined by the deadline:** In certain situations, you may request an incomplete grade for a course. Often this is when an emergency situation has occurred after week ten of the term. You may request of your instructor an Incomplete if your situation meets both of these conditions:

1. An extenuating circumstance (illness, family emergency) has occurred and it has prevented you from completing coursework.
2. You are currently in good standing in the class.

An Incomplete should be viewed as a response to a recent, unexpected, and dramatic event in your life, such as an illness or family emergency.

Use this form in collaboration with your instructor. The decision to grant an Incomplete is up to the instructor and an incomplete may not necessarily be appropriate in all situations or for all types of courses. The instructor may deny the request if the circumstances do not meet the above criteria, or if the amount or type of work does not lend itself to completion outside the classroom.

**Student, fill out the form with your instructor. Instructor please provide a contingency (A through F) grade below, sign and save it and email the completed form to the Registration office, [registrar@willamette.edu](mailto:registrar@willamette.edu) before the end of the semester.**

Once the Registration office receives the form an "I" and the contingency grade of A through F will be entered as a placeholder grade. Upon the deadline the instructor will submit the final grade to the Registration Office via email.

**Student Name & ID:**

**Date:**

**Course:**

**Instructor name:**

**Required - Instructor please provide a contingency (A through F) grade to be assigned if the work (below) is not completed within the deadline:**

**State why work was delayed (health or personal emergency)**

**State what assignments are needed to change grade.**

**Student signature or print name:**

**Instructors' signature or print name:**