



# Office of the Registrar

## Incomplete Grade Contract

The mark "I" (Incomplete) is given only at the end of a semester in which course work has not been completed because of illness or other circumstances beyond the control of the student. The mark of I must be removed no later than the end of the eighth week of the next semester or it automatically becomes an F or NC (No Credit). An Incomplete makes a student ineligible for Dean's List. Return the completed form to registrar@wittenberg.edu.

**For completion by the student:**

**Name:** \_\_\_\_\_  
Last First MI ID#

Course Information:

\_\_\_\_\_  
Semester/Year Department Course # Section #

**For completion by the instructor:**

Instructor Name: \_\_\_\_\_

Please State the reason for issuing an Incomplete Grade:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specifically list the requirements left to be completed:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Student's Grade at this time: \_\_\_\_\_

Student's Grade if requirements are not completed: \_\_\_\_\_

\*Grade of F will be given if this field is left blank.

Deadline (month/day) for the submission of final work to instructor: \_\_\_\_\_

\*The final grade must be received in the Registrar's Office no later than the 8<sup>th</sup> week of the following semester. See Academic Calendar for "Last day to remove an 'I' grade" for dates.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Instructor Signature Date

**Please send a completed copy of this form to the Office of the Registrar.**