**Western Oregon University**

**Authorization for Undergraduate Incomplete Grade**

***Please print clearly***

**Student Information**

|  |
| --- |
| Student name (last, first): Student V #: |

**Course information (attach syllabus)**

|  |  |  |
| --- | --- | --- |
| CRN | Prefix and Course # | Course Title |
| Year: | Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer\_\_\_\_\_ | |
| Instructor Name (Please Print): | | |

**CHECK ONE:** In order to clear the ‘Incomplete’ grade, the student must finish the 🞎 syllabus requirements noted below, or 🞎 alternate requirements as listed here (or attached):

|  |
| --- |
|  |

**Deadline for submitting requirements:**

If the student’s course requirements are NOT submitted to the instructor by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to 12 months from the end of the term), then the grade will automatically change from Incomplete to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. One extension is possible; see the *Extension of Incomplete* form at the Registrar’s site (wou.edu/registrar).

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Faculty Signature Student Signature*

🞎 Original on File in Division Office 🞎 Student not available for signature

🞎 Copies to Faculty and Student