INCOMPLETE EXTENSION PETITION

WHEATON COLLEGE
For Christ & His Kingdom

This form is to be used by students to request an incomplete extension. Obtain your instructor's recommendation and signature and email this petition to registrar@wheaton.edu.

The initial six-week (or less) incomplete deadline may be extended only by special permission of the Registrar and approval of the instructor. **Students must submit prior to the expiration of the previous incomplete deadline.** In no case may an incomplete be extended beyond six months from the end of the semester. If granted, the incomplete extension will begin from the date of the previous incomplete.

Name _____ Student ID _____ Date _____

CRN _____ Course Subject _____ Course Number _____ Year 20____ Semester _____

Course Title _____ Instructor _____

Current Incomplete Deadline _____ (If this date is passed, please specifically address below why the deadline was missed in addition to your rationale for the incomplete extension. Registrar approval will be required for requests submitted after the original incomplete deadline.)

What is the rationale to justify this petition? *(Use additional sheet if needed)*

Student Signature: _____

(Optional) College Official:
I support this student's request for an incomplete extension as a result of disability/health condition or a situation beyond the control of the student in accordance with the Incomplete Policy.

College Official Signature: _____ **Date** _____
College Officials, please forward form back to student with your signature. Students, forward on to your instructor.

Recommendation of Student's Instructor: Grant   Deny

How much additional time are you willing to grant the student*? *(required)* _____
*No more than 6 months beyond semester's end

I will submit a Change of Grade form within 2 weeks after this deadline.

Instructor's Signature *(required)*   _____ Date _____

FINAL ACTION: This petition is   **GRANTED**   **DENIED**

Signed   _____ Title _____ Date _____

Upon Receipt of the form with all signatures, the Incomplete grade extension will be processed by the Registrar's Office or upon Registrar approval if the extension deadline was missed. If the course is not completed within the assigned deadline, a grade of an F will be assigned.