



**Edgewood College**  
 Edgewood Central- DeRicci 210  
 ECentral@edgewood.edu  
 (P)608-663-4300 (F)608-663-3495

**NAME:** \_\_\_\_\_

**ID #:** \_\_\_\_\_

## REQUEST FOR INCOMPLETE

➤ *An incomplete is a temporary grade.*

➤ *A request for incomplete must be submitted before the end of the grading period in the current term.*

➤ *Degrees will not be conferred with an incomplete grade.*

➤ *If a letter grade is not submitted to the Office of the Registrar within ten weeks after the end of the close of the term in which the incomplete was given, the incomplete will lapse to a grade of 'F'.*

**TERM:** \_\_\_\_\_ **YEAR:** 20\_\_\_\_ **COURSE:** \_\_\_\_\_  
*DEPT* *COURSE #* *SECTION*

**REASON FOR REQUEST:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*STUDENT SIGNATURE* \_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*INSTRUCTOR SIGNATURE* \_\_\_\_\_  
*DATE*

**FOR OFFICE USE ONLY**

PROCESSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**Submit to:**

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