



MADISON COLLEGE

Incomplete Request Form

INSTRUCTIONS - The decision to award an incomplete in a degree-credit class is at the sole discretion of the instructor. A student may request an incomplete based upon the criteria below and, if the instructor is in agreement and the following requirements are met, the procedures on this form may be followed to complete the request.

1. The class is a degree-credit class
2. The student is passing the class
3. The student has a compelling and justifiable reason for not completing work due in the last one-fourth of the course on schedule
4. The student and instructor (and Academic Dean of the course if clinical or lab components are required) are in agreement regarding work to be completed and have both signed this request form specifying remaining work and due date(s) for completion. Due dates may not extend beyond the end of the subsequent semester.

Once an Incomplete has been granted, the class may not be retroactively withdrawn from (grade of W) in a future semester; classes must be withdrawn prior to the 90% point within the original term.

STUDENT INFORMATION

Student Name _____ Student ID _____

Email _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

CLASS INFORMATION

Year _____ Term: ☐ Fall ☐ Spring ☐ Summer Catalog No. _____ Class No. (5 digits) _____

Course Title _____ Instructor Name _____

Work to be Completed	Due Date
1.	
2.	
3.	
4.	
5.	

STUDENT SIGNATURE & AGREEMENT

By signing, I understand that I am entering into an agreement and that failure to resolve my final grade by the due date(s) indicated above will result in the grade of incomplete automatically being converted to a grade of F.

Student Signature _____ Date _____

INSTRUCTOR SIGNATURE

Instructor Signature _____ Date _____

SUBMISSION INSTRUCTIONS

Instructor - Please submit signed, completed form and any additional documentation to Enrollment Services to be imaged to the student's record. Truax Enrollment Services - Room A1000, or any regional or metro campus office; or submit by mail or fax to:

Mail: Enrollment Services, Madison College, 1701 Wright Street, Madison, WI 53704

Fax: (608) 243-4353

The instructor will record the status of incomplete when issuing grades for the class. Upon completion of remaining coursework, the instructor will change the status of "I" to the final grade.

Questions? For further assistance with this form: (608) 246-6210 or visit Enrollment Services in person at Room A1000, Truax.

Regional & Metro Campus Staff - Date stamp, scan and email to intake@madisoncollege.edu.

Enrollment Services - Records Use Only:

Staff Name _____ Staff Title _____ Date Processed _____