

INCOMPLETE INSTRUCTIONS

INCOMPLETE CONTRACT

(REQUIRED FOR ALL GRADES ASSIGNED AS "I/INCOMPLETE")

1. Complete a Contract for Incomplete:
<https://www.wtamu.edu/webres/File/Administrative/Enrollment%20Management/Registrar/Incomplete%20Contract.pdf>
2. Have contract signed by your Department Head.
3. Forward signed contract to the Registrar's Office.

ADDITIONAL WTCLASS ACCESS (OPTIONAL)

If the student needs to complete any assignments in WTClass, or have access to any additional WTClass material:

1. Send an email to itsc@wtamu.edu with the subject line "Incomplete Request" with the following information:
 - a. Student name,
 - b. Student ID#,
 - c. Course Name,
 - d. Course Number,
 - e. Length of time to complete the Incomplete.

A work order will be created to reopen the course after the course closes to students. After the course closes to student access (typically 5 days after the last final day) the course will be reopened for the student. **Students who do not have an Incomplete Contract on file with the Registrar's Office will not have the course reopened for them.**