

Request for a Grade of Incomplete

Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request a grade of Incomplete from one or more instructors.

Students in such a situation should take the following steps:

1. *Visit the instructor after class before the final critique or portfolio review to discuss the request.*
2. *If the instructor consents, a Request for a Grade of Incomplete must be completed and signed by both the instructor and the student.*
3. *Return the completed Request to the Registrar's Office in Bixby 1F.*

The instructor is under no obligation to award a grade of Incomplete. The Associate Dean must review each request before an approval of Incomplete in a course can be granted.

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| Student Name | WU Student ID |
| Student Level (circle one): Freshman Sophomore Junior Senior 1 st Year Grad 2 nd Year Grad Other | |

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|----------------------------|-------------------|
| Course Title | Semester Enrolled |
| Course Dept/Number/Section | Instructor Name |

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| Date work to be completed (choose one) January 1 _____ May 15 _____ Other _____ Note: An incomplete grade may not remain on the student's record for more than 1 (graduate) or 2 (undergraduate) semesters or it becomes an "F". | Obligations to be fulfilled by the student in order to complete the course satisfactorily _____ _____ _____ _____ _____ _____ |
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The instructor named above agrees to award the student an "I" (incomplete) in the course named above. The appropriate grade will be submitted if the student completes all work by the date indicated. The student acknowledges that if the contract is not satisfied by the agreed upon date noted above, then the opportunity to earn a passing grade in the course is forfeited and the "I" will be changed administratively to an "F".

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| Student Signature | Date |
| Instructor Signature | Date |
| Associate/Assistant Dean or Director of Graduate Studies | Date |