Washington University in St. Louis
SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

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 1.*

The instructor is under no obligation to award a grade of Incomplete.

Student Name	WU Student ID
Student Level (circle one): Undergraduate Graduate Other	

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

Deadline for Completion The end of which semester? (circle one) Spring_____ Summer_____ Fall_____ Other:_____ Please review the school policy information for the maximum allowable time to resolve an incomplete: https://registrar.wustl.edu/student-records/registration/proceduresandinformation/	**Obligations to be fulfilled by the student in order to complete the course satisfactorily**

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 date noted above, the the opportunity to earn a passing grade in the course is forfeited and the "I" will be administratively changed to an "F".

Student Signature	Date
Instructor Signature	Date
Registrar Signature	Date

Form in SISDocs by: _____Date: _____