

# UNIVERSITY COLLEGE

 Washington University in St. Louis

## INCOMPLETE AGREEMENT FORM

COURSE NUMBER	SEMESTER ENROLLED	DATE OF AGREEMENT
STUDENT NAME	STUDENT ID	INSTRUCTOR

At the end of a semester, a grade of I (Incomplete) indicates that the instructor has agreed to withhold a final grade pending the completion of a small portion of assigned work. If the student experiences an anticipated medical or family emergency that prevents the student from completing the final assignments in a course, e.g., the final exam or final paper, the student may request a grade of Incomplete from the instructor prior to the final examination or due date for the final paper. The Incomplete Agreement Form must be completed and a date – normally no more than 60 days after the course ends – must be set for completion of the work.

- For undergraduate students, if the work is not completed within a period of one calendar year the grade of **“I”** will be changed to **“F”**.
- For graduate students, if the work is not completed within a period of one calendar year the grade of **“I”** will remain a permanent grade.

If you do not make a formal, written request for an Incomplete grade using the Incomplete Agreement Form, or if a substantial amount of your work is incomplete, the instructor will evaluate your work based on work completed which may result in a failing grade. Future enrollment will be withheld for University College degree candidates who have accumulated more than 9 units of incomplete work. If the course requirements are not satisfied by the agreed date, the opportunity to finish the incomplete work is forfeited.

The Student will be assigned a grade of I (Incomplete) for the course listed above.

DATE TO BE COMPLETED	SPECIFIC REQUIREMENTS TO COMPLETE BY DATE
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\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

\_\_\_\_\_  
UC AUTHORIZATION

\_\_\_\_\_  
DATE

**To the Student:** Please give a copy of this plan to your instructor, retain a copy for your own records, and submit the third copy to University College, 11 N. Jackson Rd., Ste. 1000, St. Louis, MO 63105. Fax: (314) 935-6744.