

Washington and Lee University Extension Form for Grades of Incomplete

Faculty policy on removal of Incompletes

To receive credit for a course in which an 'I' (Incomplete) grade has been received, a student must remove the deficiency by the due date set by the instructor and no later than the end of the 15th class day (three weeks) into the next term, whether or not the student is still enrolled at Washington and Lee. If unchanged by the instructor, the 'I' grade becomes an 'F'. **For any extension, the student must obtain approval from the course instructor on this form and submit the form to the University Registrar's Office before the current deadline.** All 'I' grades remaining at the end of the term immediately following the original assignment of the 'I' grade automatically become 'F' grades, whether or not the student is still enrolled. Students may not register if they have four or more Incompletes on their record. Students may not graduate with an Incomplete remaining on their record, unless there are extraordinary circumstances, satisfactory to the Committee on Courses and Degrees.

1. To be completed by the student prior to discussing an extension with the course instructor:

Student ID #: _____ Printed name: _____

Original Course information: _____
Term Year Department/Discipline Catalog # Section #

Your rationale for requesting an extension: _____

2. To be completed by the instructor after discussing remaining requirements with the student:

New deadline date for **submission of remaining work** to the instructor: _____

New deadline date for instructor to **submit WebAdvisor Grade Change**: _____

Note: This date may not be later than the last day of examinations for the term immediately following the original assignment of the 'I' grade. If the 'I' grade is unchanged by the instructor after this date, the grade is changed to an 'F' with no reminder or confirmation.

Approved by instructor: _____
Printed instructor name Instructor signature Date

3. To be read and signed by the student after approval by the instructor:

I understand that my remaining work for this course must be submitted in a timely fashion and no later than the new submission date above. If neither the final grade nor another extension form reaches the University Registrar's Office by the new grade-change date above, the 'I' grade will be changed to an 'F'.

Student signature _____
Date

4. The student must return this form to the University Registrar's office, prior to the instructor's original deadline for submitting the WebAdvisor grade change request.

UR Office use:
Changed date on computer _____
Email confirmation sent to student, instructor, and deans _____