



**Incomplete Coursework
Completion Agreement**

Student Services – Records Office
1000 W. Campus Drive
Wausau, WI 54401

Criteria for Granting an Extension for Incomplete Coursework (I Grade):

The intent and use of granting an extension (beyond the end of the semester) for incomplete coursework is not to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an extended alternative to withdraw from a class (W).

Use the following guidelines when approving an extension for Incomplete Coursework at the end of the semester.

- Extensions should only be considered for extenuating circumstances. Extenuating circumstances are generally defined as those situations over which the student has little or no control, e.g. illness, birth, jury duty, death of parent, injury or military service. Instructors may require suitable documentation.
- Students should have completed a substantial portion of their work prior to receiving the extension.
- A “I” grade should be entered at the end of the class/semester along with a last day of attendance. Upon completion of assignments, faculty need to submit a Change of Grade form to the Registrar’s office to have the student’s grade officially changed.
- **The maximum time allowed for completion of assignments is 60 days after the last day of class. If required assignments/work are not completed within the 60 day time period the “I” grade will automatically turn to an “F” grade.** If a course is a prerequisite to another course for the next term, a much shorter time limit should be established.

Student Name _____
(Last) (First) (M.I.) (ID Number)

Home Address _____
(Number and Street) (City) (State) (Zip)

Course Title: _____

Course Nbr: _____ **Class Nbr:** _____

Current Grade: _____

Reason Incomplete _____ **Illness** _____ **Accident** _____ **Other (Specify** _____ **)**

To Be Completed by Instructor - List all unfinished coursework below.

The above assignments must be submitted to the instructor no later than _____; failure to submit them by this date may result in the final course grades being calculated on the basis of the above identified coursework receiving failing grades. Any change to this agreement must be renegotiated and agreed to in writing. Evidence from third-party authorities may be required to amend the terms of this agreement.

Instructor signature _____ **Date** _____
(Sign) (Print)

Student signature _____ **Date** _____
(Sign) (Print)

NOTE: This form must be completed for every extension granted due to incomplete coursework. Upon successful completion of assignments, faculty will fill out a change of grade form and submit to Nick Blanchette or Joyce Appleton (mailstop WK).