

Request for an Incomplete

To request an Incomplete, students must submit this form to the instructor before the end of the term. It is the instructor's decision whether or not an Incomplete will be assigned, with final approval of the dean. An Incomplete Contract (this form) must be completed before a grade of "I" is assigned.

To be completed by the student

Student Name

Student ID Number

Student WVU Email Address

Course Prefix and Number

CRN

Semester and Year Course was Taken

Name of Instructor

I understand that I must fulfill the conditions established by my instructor (below) in order to remove the grade of "I." I understand that if I do not complete the work in the allotted time, the grade of "I" may automatically change to the grade of "IF"; my instructor may also request to change the "I" to the grade identified below. I understand that grades of "IF" will be calculated as grades of "F" in the cumulative grade point average unless the terms of this contract are fulfilled and a grade modification is submitted. I understand that a grade of "I" may prevent me from progressing in my degree plan and/or entering a field placement.

Date

***Incomplete contracts are not final until the college dean has approved it. After submitting the request for an incomplete, students will receive notification if the contract has been approved or rejected.

Signature of Student

To be completed by the Instructor (if approved)

Rationale for assigning a grade of "I"

Student's last date of attendance

Work necessary to complete this contract and remove the grade of "I" (In all cases attach a syllabus. Attach assignments, and copies of the student's grades, if appropriate.)

Date by which the terms of this contract must be fulfilled

If the student does not fulfill the terms of this contract in the time allotted, the grade of "I" will be changed to the overall grade earned in the course, including grades for work that was not completed. The overall grade earned thus far is

If the instructor is not available to evaluate the work assigned in this contract, the student may submit that work to whom for evaluation?

Date

Signature of Instructor

Signature of College Dean