

West Virginia University-College of Creative Arts GRADE OF "INCOMPLETE" (I) CONTRACT

Students who do not complete all assigned work may earn an incomplete (I) or a failing grade (F). A grade of incomplete (I) requires a written contract between the student and instructor and must include a timeline of no more than one semester.

-West Virginia University Policy on the Evaluation of Student Progress

❖ **This contract must be completed and signed during the semester that the grade of "I" is awarded and submitted by the last day of classes.**

❖ **All coursework must be completed in the semester directly following the award of the "I" for the course.**

Name of Student:		Student ID:	
Course Number:	Course Title:		CRN:
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			Year:
Instructor:			
School or Department:		Academic Advisor:	

DATE in order to complete the requirements of the course *(all work must be completed in no more than one semester from the signing of this contract):* _____

If work is not submitted by the above date, the grade in the course will be changed from an "incomplete" (I) to _____ after date stated above.

Briefly list the reasons for awarding the grade of "Incomplete" (I): _____

Outline of ALL work that must be completed by the date stated above:

Additional Remarks:

Student Signature **Date**

Instructor Signature **Date**

Date Completed: _____
(Grade Modification Form must be submitted upon completion)

Grade or Level: _____

Instructor Signature: _____

Copies:
 Original copy is retained by the instructor
 One copy is retained by the student
 Submit one copy to the Division Office for the "Incomplete Grade File"
 Submit one copy to the College of Creative Arts Records Office