West Virginia University College of Business and Economics Incomplete Grade Contract

A grade of "I" (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last assignment at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from the final examination, or because assignments are unavoidably incomplete, as determined by the instructor. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete.

Students who want be considered for an Incomplete must apply to their instructor prior to the end of the term; if the instructor agrees, the instructor and the student must negotiate the conditions under which the grade of "I" will be changed to a letter grade and sign a contract. The date to submit the incomplete work should not be set beyond the last day of class of the following semester.

A copy of this form must be submitted to the respective graduate/undergraduate programs office.

Student Name:			
	Last Name		First Name
Student ID:			
Course Referenc	e Number (CRN):		
Course Subject a	nd Number:	(i.e. ACCT)	(i.e. 311)

Course requirements to be completed:

Date by which requirements must be completed:

If the requirements are not completed by the aforementioned date, the grade in the course will be changed to an F (failure).

Instructor Name (print)	Signature
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Date

Student Name (print)