

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

Course Number: _____ Course Title: _____ CRN: _____

Semester: Fall Spring Summer Year: _____

Instructor: _____

Name of Student: _____ Student ID #: _____

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):*

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

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

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.

Additional Remarks: _____

Student Signature

Date

Instructor Signature

Date

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