

Eberly College of Arts and Sciences  
West Virginia University  
**AUTHORIZATION FOR AN INCOMPLETE IN AN UNGRADUATE COURSE**

**Note: Grade modifications will not be processed in the Dean's Office without a contract**

A grade of "I" (Incomplete) is a temporary grade assignment in those rare instances when, in the judgment of the instructor, no other grade will ensure justice to the student. Incompletes are usually granted to students who have completed all but one or two of the last assignments (other students should withdraw from their classes or receive the grade they earn at the end of the term). Students taking courses on line are eligible to receive an Incomplete. To request an Incomplete, the student must submit this form to the instructor prior to the end of the term. It is the instructor's decision of whether or not an Incomplete will be assigned. If the instructor approves, the instructor and the student must negotiate the conditions under which the grade of "I" will be changed to a letter grade.

**TO BE COMPLETED BY STUDENT:**

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

I request a grade of "I" be assigned to me for the following course:

Course Prefix & Number: \_\_\_\_\_ CRN: \_\_\_\_\_ Course Title: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Year and Semester taken: \_\_\_\_\_

I understand that I must fulfill the conditions established by my instructor (below) for assignment of a grade to remove the "I" and prevent change of the "I" to an "IF" or "F" I understand that a grade of "I" may prevent me from progressing in my degree plan, and/or entering a field placement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY INSTRUCTOR IF APPROVED:**

- 1- A Grade of "I" is assigned to the above student for the following reason(s):
- 2- In order to complete the course, the student must complete the following (please attach a syllabus) :
- 3- If the student does not follow the terms of the contract, the grade in the course will be changed to an F.
- 4- To receive an assignment of a final grade and remove the "I," the assignments above must be completed for evaluation by the instructor or designee. If the instructor is not available, please submit the work to:  
  
Name: \_\_\_\_\_ Title: \_\_\_\_\_
- 5- The above assignments and tasks must be submitted to the instructor or designee on or before \_\_\_\_\_, (the date must not be later than the last day of classes of the following semester in which the "I" was assigned).

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT CHAIR OR PROGRAM DIRECTOR:**

Director or Chair's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_