



**Conditions for an Incomplete Grade and its Removal  
CONTRACT FORM**

Instructor:  Semester & Year:

Program/School:

Student:  ID:  Class Level: Choose class level  
 Course\*  Section #  Title

Reason for Incomplete (include attachment if needed):

Other Inc's being requested:

Course*	Section #
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

\* Students are strongly encouraged to discuss incomplete prerequisite courses with their faculty advisor and establish a completion deadline.

Plan for Removal of Incomplete (specification of work to be completed, include attachments if needed):

Date by which work must be completed:

*Note: The final grade must be submitted to the WKU Office of the Registrar via an approved grade change form no later than the last day of the eleventh week of the major semester following the receipt of the incomplete grade.*

Instructor Signature and Date  
 or Attach Wenzhou-Kean/Kean Email confirmation

Student Signature and Date  
 or Attach Wenzhou-Kean/Kean Email confirmation

*For more information about an Incomplete, please see the Kean University Undergraduate or Graduate Catalog.*

**Copies to: Executive Director/Chairperson/Coordinator, Instructor and Student**