



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 #

* 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 tenth week of the conclusion of the semester or session.

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

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

Executive Director/Chairperson/Coordinator 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