



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

# Request for an Incomplete Grade and Contract Form

Student ID \_\_\_\_\_ Student First Name \_\_\_\_\_ Student Last Name \_\_\_\_\_

Semester:  Fall 20\_\_  Winter 20\_\_  Spring 20\_\_  Summer I 20\_\_  Summer 2 20\_\_

Academic Level:  Undergraduate  Graduate  Doctoral

Course Number \_\_\_\_\_ Section Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor Name \_\_\_\_\_ Department/School \_\_\_\_\_

### Reason for Incomplete:

Include attachment if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Students are strongly encouraged to discuss incomplete prerequisite courses with their faculty advisor and establish a completion deadline prior to the next semester or delay progress to the next course until the following term.*

### Plan for Removal of Incomplete:

How will the coursework to be completed? Include attachments, if needed. **Instructors must extend the time (under Course Properties) that the Canvas course is to remain open for the student to be able to review recorded sessions and access course materials. Please contact [ctl@wku.edu.cn](mailto:ctl@wku.edu.cn) for any Canvas-related issues.**

\_\_\_\_\_  
\_\_\_\_\_

**Completion Deadline:** \_\_\_\_\_ **Grade As of Date:** \_\_\_\_\_

The completion deadline is the date by which work must be complete and submitted for final grading. **This date must be within 10 weeks of the conclusion of the semester or session.** The grade as of date is the student's current grade in the course based upon what has been submitted. The grade as of date will become the recorded final grade if the work is not completed satisfactorily by the completion deadline. **Note: Failure to specify a grade above will result in an "F", "U", or "NC" being entered if work is not completed by deadline indicated.**

### Student Acknowledgement:

I understand that it is my responsibility to successfully complete and submit the outstanding work by the deadline indicated or may grade in the course will be recorded as indicated above, which may be an "F", "U" or "NC" grade.

Student's Signature \_\_\_\_\_ Student's Email Address \_\_\_\_\_ Date \_\_\_\_\_

### Required Approvals:

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_ Department Chair/Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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