

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

IN-COMplete (I) GRADE FORM

This form must be completed for each student who received an "I" grade at the end of a semester or term.

An "I" grade indicates that a student has met attendance requirements, if any, is doing passing work, and has satisfactorily completed all assignments, and/or earns up to that point, but is unable to complete the end term requirements (generally the last 1-2 weeks of the semester) before grades must be submitted because of extreme factors (such as illness or emergency) beyond the student's control. In such instances, the student must contact the faculty member before final grades are submitted for that semester and request an incomplete. If the faculty member is willing to grant the incomplete, a written form is completed by the faculty member and submitted to the Registrar's Office identifying specific requirements to be met. The "I" grade may be replaced by a regular letter grade by the faculty member (or Division Chairperson if faculty member is no longer available) if the coursework is completed by the following deadlines: For Spring or Summer Semester courses, work must be completed prior to December 1st of the following Fall Semester. For Fall Semester courses, work must be completed prior to May 1st of the following Spring Semester, unless an earlier deadline is specified by the faculty member granting the incomplete. No time extensions are allowed. An incomplete grade not made up by the established deadline automatically becomes an "F". Semester and Cumulative Grade Point Averages will be recalculated upon completion of the Incomplete or when the Incomplete becomes an "F" if not completed. This will affect Standards of Academic Progress.

[Empty box]

[Empty box]

Student Name

Student "N" number

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

CRN

Course Title

Subject

Course No.

Section

CrHr

[Empty box]

[Empty box]

[Empty box]

Term/Semester

[Empty box]

Year

[Empty box]

Work to be completed:

[Empty box]

Comments:

[Empty box]

Current Course Average

[Empty box]

Last Date of Attendance

[Empty box]

Student Signature _____ Date _____

Instructor Name _____

Instructor Signature _____ Date _____

