****

**KEAN UNIVERSITY**

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

**CONTRACT FORM**

**Instructor:  Semester: **

**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 prior to the next semester or delay progress to the next course until following term.

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

****

**Date by which work must be completed: **

*Note: This date may not be later than the last day of the eleventh week of the major semester following the receipt of the incomplete grade.*

**Grade to be recorded if work is not completed satisfactorily by date specified above.**

**Undergraduate grade:** Choose an item.

**Graduate grade:** Choose an item.

*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.*

** **

**Instructor Signature and Date Student Signature and Date**

**or Attach Kean Email confirmation or Attach Kean Email confirmation**

*Instructors must extend the time (under Course Properties) that the Blackboard course is to remain open for the student to be able to review recorded sessions and access course materials.*

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

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