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**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):**

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**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.*

*Additional Note for WKU only: 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.*

**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.*

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

**or Attach Kean/Wenzhou-Kean Email confirmation or Attach Kean/Wenzhou-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**