

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 Semester or Summer Semester courses work must be completed prior to December 1 of the following Fall Semester. For Fall Semester courses, work must be completed prior to May 1 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. The will affect Standards of Academic Progress.

Student Name

Student "N" number

CRN

Course Title

Subject

Course No.

Section

Credit Hrs

Semester or Term Graded

Term

Year

Faculty Name (First and Last Name)

Work to be completed/
Comments

Current Course Average

Last Date of Attendance

Instructor Name

Date