

# Incomplete Course Grade

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Arts &  
Sciences

The symbol I (Incomplete) indicates that a satisfactory explanation has been given to the instructor for the student's inability to complete the required course work during the semester of enrollment. At the option of the instructor, the symbol I may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. The symbol I cannot be changed by re-registering for the course at GWU or by taking its equivalent elsewhere.

**Note: A copy of this contract must be kept on file at the student's Department.**

Student Name: \_\_\_\_\_ GWID: \_\_\_\_\_  
Department/Program: \_\_\_\_\_ Degree: \_\_\_\_\_  
Email: \_\_\_\_\_ Semester of Incomplete: \_\_\_\_\_

Course Subject and #	Course Title	Instructor Name	Instructor Email
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Is the student receiving passing grades in the course?	Yes	No
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Has the student presented adequate reasons/documentation for the inability to complete all assignments on time?	Yes	No
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What work must the student do to complete the course? Identify, specifically, the type of work product (e.g. paper, exam) and the number of assignments.

All work must be completed by\*: \_\_\_\_\_

**\*May not exceed one calendar year. If coursework is not completed within the specified time, the Incomplete will be converted to a grade of F.**

### Departmental Approval(s)

Instructor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

DGS Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**I have reviewed the conditions above and as stated in the current *University Bulletin* by which I will be assigned an Incomplete and understand what I must do to meet them.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_