West Virginia University  
College of Education and Human Services  
Instructions for STUDENTS to Request and Resolve an Incomplete (I)

Requesting an Incomplete  
1. Be sure to thoroughly review university policy before requesting an Incomplete Grade:  
   http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Incompletes  
   (Policy and procedure is the same for graduate and undergraduate students);  
2. Please note that you, the student, must initiate the request for an Incomplete, and this  
   can only occur after the completion of the 13th week of the term and prior to the last  
   day of the final examination period;  
3. You must have been attending class and completing assignments through the 13th week  
   of the term, and must be earning a passing grade for the course when the I is requested.  
4. A specific unforeseen non-academic incident must occur during the last three weeks of  
   the semester that prevents you from completing the final course assignment(s) or final  
   examination (e.g., documented injury or illness, call up to active military duty, death of  
   an immediate family member).  
5. Download the Request for an Incomplete form at:  
   https://undergraduate.wvu.edu/strategies/academic-policy-committee/incomplete-contract  
6. Complete the student section of the form, sign by typing your name on the signature  
   line, and send it to the course instructor using your MIX email account.  
7. Upon receipt, the instructor will fill in the remainder of the form and forward it to the  
   relevant CEHS Department Chair, and Associate Dean for Academic Affairs, for approval.  
8. After review the completed and signed form, or a memo denying the request, will be  
   emailed to the student and filed in the CEHS Dean’s office.  
9. Please note that processing a Request for an Incomplete form may extend beyond the  
   end of the term. In that case, you will be assigned the grade you earned at the end of  
   the term, and the instructor will update as necessary.

Resolving an Incomplete  
1. Work with your instructor to complete all requirements to resolve the Incomplete. All  
   activities and assignments needed to satisfy the contract as stated in the Request for an  
   Incomplete form must be submitted by the student, and graded by the instructor, prior  
   to the end of the Fall or Spring term that immediately follows the term in which the I  
   grade was assigned or the grade will change to an IF. An Incomplete grade not changed  
   by the end of the next regular term (fall and spring semesters) will be replaced with a  
   grade of IF, and the class must be retaken to earn credit and/or satisfy degree  
   requirements.