

Grade Form



Once complete and validated by all signees, please submit to:
Registration@wvstateu.edu

Student Data

Name	ID - A#
Email	Phone

PART 1 Standard Grade Information

Part 1-A. Course Information

CRN:		Subject		Course #		Term/Yr.
NOTE:						

Part 1-B. Form Type

	New /Special (Test Out)	Complete Part 1 Approval Box Below
	Change of Grade	Complete Part 1 Approval Box Below
	Requesting Grade of "I" Incomplete	Skip Part 1-D. Approval. Complete 1-C. below and move to Pg. 2
NOTE:		

Part 1-C. Reasoning

*****If requesting grade of "I" Incomplete SKIP the box below and complete Part 2 on Pg.2.***

I approve the above grade notice/change. Part 1-D. Signature Approvals

Instructor-Remarks:		
Signature	Date	
Department Chair- Remarks/Recommendations:		
Signature	Date	
College Dean- Remarks/Recommendations:		
Signature	Date	

*****If not requesting a grade of "I" Incomplete, SKIP Part 2 & submit the form.***

PART 2 Grade of “Incomplete” Request

After completing sections 1-A.thru 1-C. above, complete the remaining portions and approvals below

Part 2-A. Current Course Status		
	% of Course completed	Grade to Date
NOTE:		

Part 2-B. Requirements	
Outstanding Assigned Requirements	Extended Deadline

Part 2-C. Agreements	
	Term/Yr. in which all requirements must be met & “Change of Grade” form (Pg.1) completed by.
	Grade assigned if above requirements are not met (unresolved) by the deadline above.
	Grade of “I” is temporary, students with “I” are not eligible for graduation until the final grade is resolved/recorded.
	Grade of “I” should not lapse more than 1 semester beyond the end of the current course/term.
	Outstanding “I” that lapse will be changed by the Office of the Registrar to the grade above for unresolved requirements

****To remove a grade of “I,” complete PART 1 for a “Change of Grade” and submit to the Office of the Registrar.**

Part 2-D. Approval.		
I agree with and approve the contents of this document.		
Student-Remarks:		
Signature	Date	
Instructor- Remarks/Recommendations:		
Signature	Date	
College Dean- Remarks/Recommendations:		
Signature	Date	