



### Incomplete Grade Contract

An incomplete may be issued when the quality of work is satisfactory, but some minor yet essential requirement has not been completed, for reasons acceptable to the instructor. Instructors are not required to permit incomplete grades. The student is responsible for negotiating the terms of this contract with the instructor. The student is also responsible for meeting the terms of the contract. The instructor is responsible for ensuring that a grade is reported no later than three weeks after receipt of student work. Submit complete contracts to PLC 936. See UO Policy: <http://registrar.uoregon.edu/current-students/incomplete-policy>.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_ UO Email: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_ Term/Year: \_\_\_\_\_

CNR#: \_\_\_\_\_ Instructor: \_\_\_\_\_

Check this box if you are a senior:  NOTE: Transcripts are sealed 30 days after graduation. If you are a senior, make sure the deadline for materials and grade is in advance of that deadline.

Reason for Incomplete Contract Request:

Course requirement(s) that you will be unable to complete:

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

*To be completed by Instructor*

The student must complete the following work:

Deadline for work to be complete and submitted: \_\_\_\_\_ Alternative Grade: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes to Instructor:

- Be explicit in the work assignments and delivery method; this is helpful to the student and in the event that unexpected circumstances prevent you from evaluating and processing the grade change.
- An incomplete must be changed prior to one calendar year of issue, or it will automatically change to F or N.
- The Alternative Grade is the final grade to be awarded if the student does not complete the missing work by the established deadline. Please do not leave this blank; if it is blank, the alternative grade will be an F or N.
- You must report a grade no later than three weeks after receipt of complete work.

Student tracking record; department retention: 1 calendar year.