

INCOMPLETE CONTRACT

Southern Oregon University

Last Revised: March 13, 2022

The [insert Division Name] will allow an incomplete, grade of **I or letter grade**, and allow students additional time to submit work, provided all of the conditions listed below are met. As a general rule, the I grade should be assigned when the student has failed to complete the entire course because of an illness or other reason beyond the control of the student. The E grade should be used when a student fails to take the final examination.

Conditions

1. The student has completed a majority of the course work with a grade of [insert minimum] or better.
2. The instructor has decided that an **I** grade is appropriate and the student is able to independently complete work noted below.
3. This form has been completed and signed by the student, the instructor, and the program chair.
4. The student has checked with financial aid and understands the potential impact on their aid package.

Student's Name: _____ SN: 940 _____

Course: _____ CRN: _____ Term/Year: _____

Instructor's Name: _____ End of Term Grade _____

TERMS (TO BE COMPLETED BY INSTRUCTOR)

1. Work to be completed: _____

2. Date by which work must be completed: _____

3. **I** grades automatically turn to **F** grades after one term. If grade should not revert to F, assign appropriate grade based on work to date, not I. In all cases, fill out this incomplete contract and use a grade change form under Faculty Tools to update grade.

If grade should roll to an F, the last date of attendance was _____.

4. Students may not repeat a course to complete an **I** grade.

Signatures (indicate agreement with terms and stipulations stated above)

Student

Instructor

Program Chair

Date

One copy each for the student, instructor and program records