

Date: _____

Incomplete Grade Contract

Western Oregon University Incomplete Grade Policy.

A grade of 'I' may be assigned when the quality of work is satisfactory but an essential requirement of the course has not been completed for reasons acceptable to the instructor. To change an incomplete to a letter grade the student must complete the work within 12 months following the award of the 'I'. Special extension may be granted by petition, if approved by the instructor and the Academic Requirements Committee (ARC), but for a period no longer than an additional 12 months. Beyond the maximum 24-month period the incomplete becomes permanent. At the discretion of the instructor the 'I' may be retained or it may be changed to a grade.

I) Name of Student: _____
(Please Print) Last First MI

II) Student ID Number _____

III) Course #: _____ Title: _____ Term/Year _____

IV) Course Requirements **see attached class syllabus** or as listed here:

V) Current Grades, work completed, and grading formula or **as indicated on attached class syllabus.**

VI) Course will be completed by finishing the original or alternate requirements **as indicated on attached class syllabus** or as listed here:

VII) If work not completed by _____ (12 month maximum) or by appealed 24 months completion date _____, **grade will revert to** _____.

VIII) Comments:

Faculty Signature

Student Signature

Original on File in Division Office

Student not available for signature

Copies to Faculty and Student