

Incomplete Contract
Southern Oregon University
Last Revised: March 21, 2023

An incomplete grade of I may be assigned when 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.

Conditions

1. The student has completed a majority of the course work with a grade of C- 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:

Student ID:

Course prefix and number

CRN:

Term/year

Instructor's Name:

End of Term Grade:

Terms of Incomplete Agreement (to be completed by the instructor)

Date by which work must be completed:

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

Date of last attendance/last work performed:

Student Signature

Instructor Signature

Chair Signature

Date

One copy each for the student, instructor, and program records.