CONTRACT FOR GRADE OF INCOMPLETE

for students enrolled in Arts & Administration, Historic Preservation, History of Art & Architecture, Landscape Architecture, or Product Design courses.

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. The student is responsible for requesting an incomplete for a course and negotiating a contract with the faculty member to complete the requirements. An incomplete is granted at the discretion of the course instructor. This form serves as the contract that outlines, in writing, the requirements for resolving the incomplete, including a deadline for completion. Please submit a copy of this completed contract to the department/program office for your student record.

Student Section:

Name: ___________________________ Student ID #: ___________________________
UO email: ___________________________ Phone: ___________________________
Subject and course #: _____________ CRN: _________ Term/Year: ___________________________
Course title: ___________________________ Instructor: ___________________________

• Reason for Incomplete Request:

  • I have not completed the following course requirements:

Student Signature: ___________________________ Date: ___________________________

Faculty Section:

Please be explicit in the event that unexpected circumstances prevent you from processing the change of grade yourself. *Alternative grade is the final grade to be awarded if the student does not complete the missing work by the established deadline.

• The student must complete the following work:

• Deadline for work to be completed:

Alternative Grade*: _____________, based on progress in the course at the time the “I” was requested.

Instructor Signature: ___________________________ Date: ___________________________