



College of Education • University of Oregon

## INCOMPLETE GRADE CONTRACT

### Undergraduate Students

A mark of "I" may be initiated by the instructor and may be reported only when the quality of work is satisfactory but a minor yet essential requirement of the course has not been completed for reasons acceptable to the instructor. To remove an incomplete, an undergraduate student must complete the required work within the next four terms of residence at the university or, if absent from campus, no later than three calendar years after the incomplete was awarded, or at such earlier date as the instructor, dean, or area head specifies (2000-2001 UO Catalog, P. 15).

### Graduate Students

Graduate students must convert a graduate course incomplete "I" into a passing grade within one calendar year of the assignment of the incomplete. Students may request more time for the removal of the incomplete by submitting a petition, stating the course requirements that were not initially completed and signed by the instructor, to the dean of the Graduate School for approval. Requirements for additional time include but are not limited to enrollment in a current term, adherence to the seven-year time allocation, and a minimal remaining quantity of work. This policy does not apply to incompletes assigned to Thesis (503), Research (601), Dissertation (603), and Terminal Project (609). Thesis and dissertation credits are automatically converted when the thesis or dissertation is completed and accepted by the Graduate School. Research and terminal project credits are converted after the instructor submits a supplementary grade report to the Office of the Registrar. Incompletes that remain on the academic record after the degree is completed may not be removed (2000-2001 UO Catalog, P. 38).

## Complete Attached Supplementary Grade Report

*Incomplete work to be done and evaluation procedures to be used:*

*Timeline for completion of incomplete work:*

Agreed by student \_\_\_\_\_

Date \_\_\_\_\_

Instructor \_\_\_\_\_