

## INCOMPLETE GRADE CONTRACT

- I. A temporary grade of **Incomplete** may be reported at the end of a Fall, January, Spring or Summer term if the following conditions are met:
  - a. The student is unable to meet all of the course requirements due to circumstances beyond his/her control such as illness, an accident, a death, or some other crisis.
  - b. The type and amount of work remaining to be done is such that the student can complete it without having to be in class again.

II. **Instructor's Statement:**

I certify that the following work must be completed before a permanent grade may be assigned to:

\_\_\_\_\_

STUDENTS NAME I.D. NUMBER

For \_\_\_\_\_ for \_\_\_\_\_

DEPARTMENT      COURSE NO.      SECTION      SEMESTER: FALL/JAN/SPRING/SUM      YEAR

The work listed below is due by \_\_\_\_\_.

Date

\_\_\_\_\_

INSTRUCTOR'S SIGNATURE

\_\_\_\_\_

DATE

III. **Student's Statement:**

I understand and accept the terms stated in Section II, and I further understand that the work must be completed and in the hands of m instructor no longer than Friday of the seventh week of the next regular semester (Fall or Spring), or an earlier date as designated above. I understand that these dates are in effect whether I am enrolled in OBU or not. I further understand that failure to meet the terms of this contract will result in an automatic failing grade for this course.

\_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_

DATE

IV. **Dean's Approval:**

\_\_\_\_\_

DEAN'S SIGNATURE

\_\_\_\_\_

DATE