

## 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:
- 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.
  - 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:

\_\_\_\_\_

STUDENT'S NAME - PRINTED 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 NAME - PRINTED 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 my instructor no later 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 NAME - PRINTED DEAN'S SIGNATURE DATE