

INCOMPLETE GRADE CONTRACT

**INCOMPLETE GRADE POLICY** *(Summary)*

* An Incomplete (“I”) may be granted when a student, due to uncontrollable circumstances, cannot complete the final

40% of course requirements—typically the final exam or last major assignment.

* + Missing early or mid-term work should be resolved during the term or by withdrawing.
* If a student misses the final exam or assignment, the instructor shouldassign a grade based on completed work, counting unsubmitted work as zero.
* Instructors must notify students before assigning an Incomplete.
  + If a student later provides a valid reason, the instructor may retroactively assign an “I.”
* Instructors may request written proof of the circumstances.
* Both student and instructor must agree on completion terms and both must sign the Incomplete Grade Contract.
  + If the student is unavailable, email notification is acceptable but the email must accompany the contract when submitted to Health Sciences Recruitment & Admissions.
  + Copies should be retained by both parties and filed in the department office.
* The time allowed to complete the course may not exceed one calendar year.
  + An exception to the one-year rule may be considered by student petition to the faculty member, with approval

by the college dean/dean’s designee.

* An “I” is neutral and will not affect the student’s GPA.
* If a grade change isn’t submitted within a year, the 'I' becomes permanent. Once permanent, the student may re-enroll

to complete the course.

*The complete policy is available at* [*https://studenthandbook.ouhsc.edu/*](https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=328)*, section 4.8.8.1 - Grading Regulations Related to Incompletes.*

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| **Student Name:**Click or tap here to enter text. | **ID Number:**Click or tap here to enter text. |
| **Student Email:**Click or tap here to enter text. | **Course Enrollment Term:**Click or tap here to enter text. |
| **Course Title:**Click or tap here to enter text. | **Degree/Program:**Click or tap here to enter text. |
| **Course Number:**Click or tap here to enter text. | **Instructor Name:**Click or tap here to enter text. |
| **Date coursework must be submitted (not to exceed 1 year):**Click or tap here to enter text. | |
| **Reason for the Incomplete grade:**Click or tap here to enter text. | |
| **Summary of work to be completed:**Click or tap here to enter text.  **Student Signature (or eSignature):** Click or tap here to enter text. **Date:** Click or tap to enter a date. | |

**TO BE COMPLETED BY INSTRUCTOR:**

I confirm the student is not failing the course.

I confirm the student has completed at least 60% (50% if active military) of the coursework for the semester.

I understand I cannot enter an “I” grade in Canvas/One for this student without first submitting the completed Incomplete Grade Contract to Health Sciences Recruitment & Admissions at admissions@ouhsc.edu.

I confirm that the summary of work to be completed is accurate and acknowledge my responsibility for overseeing the student's progress toward completing their remaining coursework.

**Instructor Signature (or eSignature):** Click or tap here to enter text. **Date**: **Click or tap to enter a date.**