

## Incomplete Grade Contract

- 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 should assign 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 the Office of the Registrar
  - 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 in the [Student Handbook, section 4.8.8.1 - Grading Regulations Related to Incompletes](#).

Upon completion, submit this form to the Office of the Registrar Health Campus at [registrar.health@ou.edu](mailto:registrar.health@ou.edu)

### STUDENT INFORMATION

|                                      |                 |                                                          |                |
|--------------------------------------|-----------------|----------------------------------------------------------|----------------|
| Student’s Name (Last, First, Middle) |                 | Student ID                                               | Student Email  |
| Course Title                         | Degree/Program  | Course Number                                            | Section Number |
| Course Enrollment Term               | Instructor Name | Date coursework must be submitted (not to exceed 1 year) |                |
| Reason for the incomplete grade      |                 |                                                          |                |
| Summary of work to be completed      |                 |                                                          |                |
| Student’s Signature                  |                 |                                                          | 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 the Office of the Registrar

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 | Date |
|----------------------|------|

### ADMINISTRATIVE USE ONLY

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| Processed By | Date | Comments |
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