



School of Architecture and Environment | Contract for Incomplete Grade

For official information regarding Incomplete grades visit the UO Registrar's webpage: <https://registrar.uoregon.edu/current-students/incomplete-policy>

Instructors and Students please read carefully:

- An incomplete may be issued when the quality of work is satisfactory, but some minor yet essential requirement has not been completed, for reasons acceptable to the instructor.
- Faculty and students should develop a contract outlining what is required in order to finish the course, what percentage of the grade will be based on the remaining work, and what the student's deadline is. Contracts should be filed in the SAE Office at the appropriate campus.
- Please note that it is not appropriate to direct a student to sit through the same class in a future term as a way to make up an incomplete, as that implies that the student has more than a "minor requirement" outstanding and should not have been given an I.
- The instructor will determine the deadline for the completion of coursework, however the I grade must be replaced no later than the following deadlines:
 - o Undergraduate students have one calendar year to make up an incomplete grade. Earlier deadlines may be set by the instructor, Program Director, or department head. Failure to make up the Incomplete by the end of one calendar year will result in the I automatically changing to a grade of F or N.
 - o Graduate students must convert Incompletes within one calendar year of the assignment of the Incomplete. Students may request additional time for the removal of the Incomplete by submitting a petition stating the course requirements that were not initially completed, with the instructor's signature, to the dean of the Graduate School for review. This policy does not apply to Incompletes routinely assigned to courses applying to the completion of terminal or master's projects (LA699, ARCH 503/603/619, AAAP 503/611).

Steps to Request an Incomplete Grade (Students):

- Meet with your instructor to request an Incomplete grade. If the instructor agrees:
 - o Provide this *Contract for Incomplete Grade* to your instructor after completing the student section below.
 - o Complete the last section of this contract with your instructor.

TO BE COMPLETED BY STUDENT

Student Name: _____
Last First MI ID Number

Please mark your department and level below: Email: _____

LA IARC ARCH HP Bachelor Master PhD

I am requesting an Incomplete grade in the following School of Architecture and Environment course:

Number	Title	Professor	Credits
Reason for Incomplete grade request (illness, family emergency, etc.) (attach additional pages as needed):			



Steps to Report an Incomplete Grade (Instructors):

After you have determined that a student's situation meets the criteria for an Incomplete grade:

- Student will provide this "Contract for Incomplete Grade." The student section of the contract should be completed by the student.
• Complete the last section of the contract (below) after meeting with the student to discuss the plan for completing course requirements. The more clearly you can document the requirements, plan, expectations, and deadlines the better.
• Make a copy for the student and your records; submit the original to the SAE Office no later than one week after final grades are assigned. The original contract will be filed in the SAE Office until the Incomplete is resolved.
• At the end of the term, submit a grade of "I" on DuckWeb.

TO BE COMPLETED BY INSTRUCTOR

Student Name: Last First MI Email

% Course Work Completed:

Grade for % Completed:

Deadline for completion of work:

Work to be completed by student (term project, paper, examination, etc.) (attach additional pages as needed):

Additional Comments:

Instructor Name (please print):

Instructor signature:

Date:

IMPORTANT: Instructors who will be off-campus or otherwise unavailable during the term(s) after assigning an Incomplete should make specific arrangements for grading work and attach a course syllabus to this contract.

Original: SAE Office | Student File

Copy 1: Instructor

Copy 2: Student