



## Incomplete Grade Contract

For official information regarding Incomplete grades visit the UO Provost's webpage: <https://provost.uoregon.edu/grades-incompletes-policy>

A grade of "I" (Incomplete) represents an agreement between an instructor and a student to extend the deadline for coursework completion. Incompletes shall be granted when the instructor determines that the student meets all the following criteria. The student:

- has been making satisfactory progress on coursework as determined by the criteria in the syllabus;
- has been active in the course;
- is unable to complete a portion of the course requirements due to extenuating circumstances beyond their control that occurred after the last day to drop a class (End of Week 7 of Fall/Winter/Spring terms; variable dates for summer courses);
- is able to independently complete the remaining requirements without attending additional classes beyond the term or receiving additional instruction; and
- requests an Incomplete by the published deadline

If additional class attendance or instruction is required to complete course requirements, the instructor shall not issue an Incomplete.

Lack of engagement, poor performance, or a desire to repeat the course are unacceptable reasons for issuance of the "I" mark.

Instructors shall provide to the student access to course materials necessary to complete the missing work. Access to the Canvas site for the course can be requested [here](#) (click option to "Grant student access for Incomplete") if needed.

Incomplete grades can only be granted by instructors and instructors are under no obligation to grant students an incomplete grade if in their judgment the criteria stated above are not met.

An Incomplete shall not be recorded by the instructor unless a contract between the instructor and student has been completed and filed appropriately.

### **General Process for Incompletes**

- Incompletes are initiated by the student
- Student contacts instructor and requests Incomplete by 5pm on the last day of finals week.
- If the instructor agrees that the student meets the criteria, the instructor and the student complete a contract outlining how the Incomplete can be resolved, the deadline for resolving the incomplete, and the default grade should the student not complete the agreed upon work. The default grade is the grade the student would receive according to the syllabus grade guidelines with no credit for the missing work.
- This form is filed.
- The missing work indicated on the form must be completed by the earlier of:
  - Grading deadline of the term the student applied to graduate, or
  - Deadline stated on the Incomplete Request Form *\*can be extended at the discretion of the instructor, or*
  - The day grades are due one academic year later

For students with Incomplete contracts, the instructor will record the "I" grade in Duckweb that indicates an Incomplete has been agreed to. The instructor will also record, in Duckweb, the grade the student would have received in the course if they received no credit for the missing work. This becomes the default grade that replaces the incomplete mark should the student not complete the work outlined in the contract by the appropriate deadline.

If the student completes the work defined in the contract by the agreed upon date, the instructor calculates and updates the grade via the grade change process.

This policy applies to all undergraduate and graduate courses.

### **School of Architecture & Environment**

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**Step 1: For Students**

Meet with the instructor for your course before 5pm on the last day of finals week to request an Incomplete. For Incomplete grades, the University of Oregon requires that a student:

- has been making satisfactory progress on coursework as determined by the criteria in the syllabus;
- has been active in the course;
- is unable to complete a portion of the course requirements due to extenuating circumstances beyond their control that occurred after the last day to drop a class (End of Week 7 of Fall/Winter/Spring terms; variable dates for summer courses);
- is able to independently complete the remaining requirements without attending additional classes beyond the term or receiving additional instruction; and
- requests an Incomplete by the published deadline

If you meet the above requirements and get an approval for the incomplete, fill out the following form and submit it to your instructor for review.

Student Information:

Last Name	First Name	MI
		@uoregon.edu
UO ID Number	UO E-mail	

Course Information:

Course	CRN	Course Title	Credits
			Graded
		@uoregon.edu	
Instructor's Last Name	Instructor UO E-mail		Pass/No Pass

Reason for Incomplete grade request (i.e., illness, family emergency, etc.) Attach additional pages as needed.



Step 2: For Instructors

If a student meets the eligibility criteria for an Incomplete grade and upon receiving the student form from step one, proceed with the following:

- 1. Fill out the remainder of the form on this page 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.
a. Instructors who will be off-campus or unavailable should make the course syllabus available and make arrangements for grading work.
b. Department Heads and the Director of the School of Architecture & Environment can submit the grade change on your behalf but will need the final grade to submit.
2. Submit the 'I' grade in DuckWeb as well as the grade the student would have received to-date.
3. Submit this form to the School of Architecture & Environment office no later than one week after posting grades.

Student Information:

Last Name First Name MI

Course Information:

Course CRN Course Title Credits Grade Option

Current Grade: Deadline for Completion of Work:

Remaining work to be completed by student (i.e., term project, paper, examination, etc.)

Instructor Printed Name

Instructor Signature

Today's Date