

EASTERN OKLAHOMA STATE COLLEGE Incomplete Grade Contract

To Be Completed by Student

Student _____ SID# _____

Telephone _____

Instructor _____ Semester _____ Year _____

Course Prefix and Number _____ Course Section _____

Course Title # _____

To Be Completed By Instructor

All of the following must be true for the student to be eligible to receive a grade of “I”

- Student has satisfactorily completed a substantial portion of the work for the term.
- An unexpected circumstance beyond the student’s control has arisen that makes it impossible for the student to complete the course by the end of the term.
- Student has contacted the instructor in a timely manner to request an “I” grade.
- The Instructor and the student complete and the division dean approves an “I” contract which clearly specifies the remaining work and establishes a deadline for completion.

It is the student’s personal responsibility to work with the instructor to fulfill the provisions of the “I” Contract.

Work to be Completed	Date Due	Date Completed
<i>If the provisions of the contract have not been fulfilled by the deadline established, the “I” will become permanent.</i>		

Instructor

Division Dean

Student

Registrar

Copies of this form should be provided to the Instructor, Division Dean, the student, and the Registrar. A grade change form should be completed and submitted to the Registrar upon fulfillment of the “I” Contract.