



OFFICE OF THE REGISTRAR
5000 Deer Park Drive SE
Salem, Oregon 97317-9392
503.375.7017 | 503.585.4316 fax

Application for Incomplete Grade

Student Name _____

Address _____

City, State, Zip _____

Course number and name _____

Contingency Grade *(required)* _____
(grade without incomplete work finished)

Campus mailbox _____ Date _____

Advisor _____

Due date for incomplete work *(required)* _____
(no later than end of following semester)

Credit Hours _____

Faculty _____

An incomplete grade (I) is a temporary grade given when students are unable to complete the work for a course on time because of extraordinary circumstances, such as illness, emergency, or other reasonable cause.

To be considered for an incomplete grade, students must be passing the course work submitted to date. Unless there are extraordinary circumstances the student should have completed the majority of the course work, including all exams. The instructor will assign a contingency grade, which will become the final grade if the incomplete work has not been received by the due date of the contract.

Students who find it necessary to ask for an incomplete grade must make application for the grade and establish a contract with the instructor, which includes an appropriate completion date. This date may be extended to the end of the term subsequent to the term the incomplete was issued. Applications are available in the registrar's office.

Any incomplete grades outstanding at registration may result in a reduction of a student's academic load for the term.

Course requirements to be completed: _____

Signature of Instructor _____

Instructor: The student should receive the first copy, and return the second copy to the Registrar. The instructor should keep the third copy. The final grade for the course should be recorded on the faculty copy for the term and sent to the Registrar by the due date recorded above.