EASTERN OKLAHOMA STATE COLLEGE
Incomplete Grade Contract

To Be Completed by Student
Student ____________________ SS# ____________________
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 chair 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.

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

Instructor ____________________ Division Chair ____________________
Student ____________________ Registrar ____________________

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

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