

## 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 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
<b><i>If the provisions of the contract have not been fulfilled by the deadline established, the “I” will become permanent.</i></b>		

\_\_\_\_\_  
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.