

UNIVERSITY OF OKLAHOMA  
Agreement to  
Complete a Course after the End of the Term  
(‘Incomplete’ Contract)

Student’s Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_  
Street/Apartment City State Zip Code

Email \_\_\_\_\_ Phone \_\_\_\_\_

Instructor’s Name \_\_\_\_\_

Course # \_\_\_\_\_ Section \_\_\_\_\_ Semester/Term \_\_\_\_\_

Percent of work completed to date (must be at least 70%) \_\_\_\_\_

Date all work must be completed and turned in \_\_\_\_\_ (not to exceed 1 year)

Grade to be assigned if work is not turned in by this date \_\_\_\_\_

Student is currently passing this course  Yes  No

NOTE: A student may not be failing a course at the time an ‘I’ is awarded.

Reason for Incomplete (Instructor may require the student to provide documentation)

Student has been called to active duty (50% of work must be completed)

\_\_\_\_\_  
\_\_\_\_\_

Description of remaining assignment(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure for student to turn in work (e.g., to departmental office, as a D2L upload, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Instructor’s comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor’s Signature

\_\_\_\_\_  
Date

*This document is required for assigning an Incomplete grade. It protects both faculty and students from the ambiguity of remaining assignments, as recollection may break down over time or circumstances may require that another faculty member assume responsibility of overseeing the completion of the coursework. The complete policy is available at <http://catalog.ou.edu/current/index.html>, Office of Academic Records (Academic Standards, Grades).*

### **Incomplete Guidelines**

1. An Incomplete is designed for students who, through circumstances usually not within their control, cannot complete the last 10-30% of the required assignments in a course.
  - This would generally include only the final exam or a last written assignment.
  - If a student misses one or two assignments at the beginning or middle of a course, s/he should make up the work during the term or withdraw from the course and retake it.
  - Students called to Active Military Duty must have completed at least 50% of the coursework.
2. If a student fails to take a final exam or does not turn in a final assignment, the instructor should award a grade calculated on the actual work completed, factoring in Zero grades for uncompleted work.
3. A student may not be failing a course at the time an 'I' grade is awarded.
  - An Incomplete ('I') is not an alternative to a grade of 'F.'
4. An instructor should not give an Incomplete without notifying the student.
  - If a student who is passing a course later contacts the instructor and gives a reasonable explanation for not completing the course, the instructor may change the student's grade to 'I' and allow the student time to complete the work.
5. The instructor may, at his/her option, require the student to provide written documentation of the circumstances leading to the request for an Incomplete.
6. Both the instructor and student must acknowledge the terms under which the missing work is to be completed.
  - Each party must sign the form. If the student is not available to sign the form, the instructor must notify the student via email of this action and attach a copy of the email to the form that is sent to Academic Records.
  - The student and the faculty member should each retain a copy of the agreement.
  - A copy of the agreement should be put on file in the department's main office in case circumstances require that another faculty member must assume responsibility for working with the student to complete the coursework. It is strongly recommended that if the instructor notified the student via email of this action, a copy of the email be kept on file in the department office with the I Contract.
  - Norman campus courses: send a copy to the Academic Records office (BH 330).
  - Continuing Education (Liberal Studies and Advanced Programs) courses: send a copy to Outreach Registration and Records (CCE Administration Building, 1700 Asp Avenue, Room B-1).
7. The time allowed to complete the work may not exceed one calendar year.
  - If the student has not made up the Incomplete by the end of the year, the grade will be changed to the pre-determined permanent grade. An 'I' grade will not be permanent.
    - If the professor does not turn in an Incomplete Contract, the student's grade will be changed to an F after the allotted one-year time period.
  - An exception to the one-year rule may be considered by student petition to the faculty member, with approval by the college dean/dean's designee.
8. An 'I' grade is neutral and will not affect the student's grade point average.
9. After a grade of 'I' has been changed to the pre-determined permanent grade, a student may enroll in the course again if appropriate or required.

### **Notes**

1. A student may not remove an Incomplete on his/her OU transcript by taking the course at another institution.
2. A student may NOT repeat a course to complete it.
  - State Regents policy specifically forbids a student from enrolling in a course for one full year after receiving a grade of 'I' in the same course.
  - Repeating a course implies the student had more than just the final exam or term paper to complete.
3. A student may not 'sit in' a course to complete it.
  - This implies the student had too much unfinished work to receive an 'I.'
  - This is akin to auditing a course, and it is against University policy for a student to audit a course without enrolling and paying tuition and fees.
  - Exceptions may be made for small portions of the class where student participation is required to make up the incomplete work.
4. It is not appropriate to assign an Incomplete and give the student additional assignments to help raise his/her grade.
5. Instructors are highly discouraged from assigning 'I' grades to international students, especially reciprocal exchange students. An 'I' grade may jeopardize an international student's visa status, and a reciprocal exchange student is normally at the university for only a short time.