



Contract for Completion of Incomplete (“I”) Grade

Name: _____ OSU ID #: _____
Last First Middle

Course Prefix and Number CRN Course Title Credits

Instructor Term Taken

Date of Contract Date course work to be completed by
or default grade becomes earned grade

Remaining work to be completed (Please attach syllabus & highlight items noted below):

Work	pt. value/total possible or	% value of total pts.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other comments and/or resources needed from instructor by specified date:

Student’s Default Grade:

If remaining work to be completed is NOT turned in, the grade the student would earn: _____

We understand that unless the student completes the above listed course work by the completion date stated, the grade for this class will revert from an “I” to the Student’s Default Grade noted above. It is the responsibility of the student to see that work is completed and submitted by the agreed upon date or at the time of degree conferral, whichever comes first. Refer to [Academic Regulation 17: Grades](#).

Student SHOULD NOT re-register for this course. If access to Canvas is needed, the instructor may email canvas.support@oregonstate.edu with the student’s ID # and course CRN to request it.

Student _____ Date _____

Instructor _____ Date _____

Faculty, please keep a copy of this agreement and send additional copies to:

- Department Head
- Student’s Academic Advising Office
- Student

The Office of the Registrar does not need a copy of this form.