

College of Business Contract of Incomplete



Policy on Giving Incompletes: <http://oregonstate.edu/registrar/incomplete-grade-policy> (original template also available via Office of the Registrar).

Please note this form is for COB courses only.

Name: _____ OSU ID #: _____
Last First Middle

Term Taken CRN Course Prefix and Number Course Title Credits

Instructor Date of Contract Date course work to be completed by, maximum one year

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 listed coursework 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](#). The student should not re-register for this course if they intend to finish the incomplete work.

Remaining work to be completed

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

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

SIGNATURES

Student: _____ Date: _____

COB Instructor _____ Date: _____

Please send a copy of the Incomplete Contract *with syllabus* to [Carrie Stampe](#). OSU based emails with confirmation of acceptance can substitute for signatures as needed. A copy will be saved to **the student's record** in OnBase and a note added to MyDegrees. After completion, please update any incomplete grades as soon as possible to avoid administrative drop or degree awarding issues.

Additional Canvas resources for instructors:

- [Information](#) on how to give course access to students resolving incompletes from a past term
- [Information](#) on changing due/availability dates for a subset of students
- [Information](#) on how to view grades for inactive or concluded student enrollments