



Eastern Oregon University Grade Report of Incomplete

POLICY: An Incomplete is assigned by the instructor when the quality of work is satisfactory, but the student has been prevented by circumstances beyond their control from completing all of the requirements of the course. It is the instructor's prerogative to judge the validity of these circumstances. The instructor informs the student and the Registrar's Office in writing of the steps the student must take to remove the deficiency, of the time allowed for doing so, and of an alternate grade (usually F) to be assigned if the student fails to complete the work in the time allowed. This time is ordinarily limited to one term, but may be extended by the instructor. Incomplete grades not removed by the date specified automatically revert to the alternate grade specified by the instructor.

Student's Name _____ Social Security # _____

HAS RECEIVED AN INCOMPLETE (I) IN THE FOLLOWING COURSE:

Prefix _____ Number _____ Course Title _____ Cr _____ Term/Yr _____

(1) In order to remove the Incomplete the student must do the following:

(2) If I do not submit a grade or designate a different termination date by the end of _____, _____
Term Year

then I hereby authorize the Registrar's Office to enter on the student's permanent record the alternate grade of:

 A B C D F

(Circle One)

Instructor's Signature _____

Submit all copies except the instructor's copy to the Registrar's Office with the term grades.

White- Registrar's Office Yellow- Student's Copy Pink- Instructor's Copy

COMPLETION REPORT

Send this whole page to the Registrar's Office with this portion completed, and a change will be made on the student's permanent grade record.

This student has completed the above requirements, the grade for this course is:

 A B C D F

(Circle One)

Instructor's Signature _____ Date _____