



ROBERT D. CLARK HONORS COLLEGE

GRADE OF INCOMPLETE

The grade of Incomplete can be given by an instructor only when the quality of work is satisfactory but a minor yet essential requirement of the course has not been completed for reasons acceptable to the instructor. Refer to the University of Oregon catalog for more information. This original document should remain in the student's file.

Shaded boxes indicate required fields.

STUDENT	<input type="text"/>	ID	<input type="text"/>
COURSE	<input type="text"/>	CRN	<input type="text"/>
		TERM	<input type="text"/>
		YEAR	<input type="text"/>
TITLE	<input type="text"/>	INSTRUCTOR	<input type="text"/>

REASON WORK WAS NOT COMPLETED Example: illness, family emergency

STUDENT HAS NOT COMPLETED THE FOLLOWING WORK

Instructor, be explicit in the event that unforeseen circumstances prevent you from processing the change of grade yourself. Example: 5-page, double-spaced book review from selected list (see attached syllabus), including summary, critique, and connection to other readings and topics discussed in class.

ALTERNATIVE GRADE This is the grade to be awarded if the student elects *not* to complete the missing work.

DATE WORK IS TO BE COMPLETED (OPTIONAL)

INSTRUCTOR SIGNATURE **DATE**

This Incomplete will automatically change to an F or N after one calendar year, unless an earlier deadline is set by the instructor or director. For students graduating, removal of Incompletes must be filed with the Registrar's Office by the middle of the student's graduation term, or it will automatically change to an F or N prior to conferral of the degree. For full policy on Incompletes, refer to the University of Oregon Catalog or contact the Office of the Registrar.

To assign a grade, complete the following and submit a Supplementary Grade Report to the Registrar's Office.

CHECK ONE:

- Work completed
- Student elected not to complete missing work

CHECK ONE:

- Form completed by instructor of record
- Instructor of record unavailable

GRADE AWARDED **DATE**

INSTRUCTOR OR DIRECTOR SIGNATURE