

Incomplete Grade Contract

University of Oregon School of Music and Dance

Date Received

An incomplete may be issued when the quality of work is satisfactory, but some minor yet essential requirement has not been completed, *for reasons acceptable to the instructor*. Faculty and students should develop a contract outlining the requirements and specific deadlines for making up the incomplete. Contracts should be filed in the departmental office through which the course is taught.

Undergraduate students have one calendar year to make up an incomplete mark assigned by a UO faculty member. Earlier deadlines may be set by the instructor, dean, or department head. Failure to make up the incomplete by the end of one calendar year will result in the mark of I automatically changing to a grade of F or N.

See UO policy: <http://registrar.uoregon.edu/current-students/incomplete-policy>

Name: _____ Student ID: _____

Course Subject: _____ Number: _____ Title: _____

Term: _____ Year: _____ CRN: _____ No. of Credits: _____ Graded: or P/N

Instructor: _____ *Indicate if GE (Graduate Employee)

Reason for incomplete request:

Student Signature (signed or emailed)

Date

To be completed by instructor

Requirements for completion:

Deadline for work to be complete and submitted to instructor: _____

Grade without completion of contract (per coursework completed to date): _____

Instructor Signature (signed or emailed)

Date

** For GE instructors:*

Approved by _____ Date _____

UO Faculty/GE Supervisor

Guidelines for Incomplete Grade Contracts for Undergraduate Music Courses (MUE, MUJ, MUP, MUS)

Contracts by Paper Form

Incomplete grade contracts for undergraduate music courses should be submitted to the Music Undergraduate Office (Music 219A).

Contracts via Email

In lieu of using a paper form, incomplete grade contracts may be submitted to the Music Undergraduate Office via email by copying contract details and consent to the Music Undergraduate Office (ugradmus@uoregon.edu). Please note that email communication should be sent to/from UO email addresses only (see <http://registrar.uoregon.edu/current-students/student-e-mail-communication-policy>).

To send a contract via email, copy and paste the list below into the body of the email with subject "Incomplete Grade Contract."

Student Name:

Student ID:

Term/Year:

Course Subject & Number:

Course Title:

Course CRN:

Number of Credits:

Grading Option (Graded or P/N):

Reason for incomplete request:

Requirements for completion:

Deadline for work to be complete and submitted to instructor:

Grade without completion of contract (per coursework completed to date):

*If instructor of record is a GE (Graduate Employee):

In cases where the instructor of record is a Graduate Employee, the GE's faculty supervisor should provide secondary approval (via additional signature on form) or implied consent (via inclusion in email communication) of contract details.