**Incomplete Grade Contract**  
**University of Oregon School of Music and Dance**  

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](http://registrar.uoregon.edu/current-students/incomplete-policy)

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Student ID: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject: ________</td>
<td>Number: ________</td>
</tr>
<tr>
<td>Term: ________</td>
<td>Year: ________</td>
</tr>
<tr>
<td>Instructor: ___________________________</td>
<td>*Indicate if GE (Graduate Employee) [ ]</td>
</tr>
</tbody>
</table>

Reason for incomplete request:

________________________________

________________________________

**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.