Guidelines and Contract for Assigning an Incomplete

For Undergraduate and Graduate Students

Portland State UNIVERSITY

Eligibility Criteria:

1. **Required satisfactory course completion/participation**. The quality of the work is satisfactory, but some essential work remains. In addition, the student must have successfully completed most of the course work at the time the student requests the Incomplete, with a minimum grade up to that point of a C- for undergraduate, or B- for a graduate level course.
2. **Reasonable justification for request**. Reasons for assigning the Incomplete must be acceptable by the instructor. A student does not have the right to demand an Incomplete. The circumstances should be unforeseen or be beyond the control of the student. The instructor is entitled to request appropriate medical or other documentation to validate the student's request.
3. **Incomplete grade is not a substitute for a poor grade**. The Incomplete grade is not meant to create the opportunity for special or additional work for a student to raise a poor grade, or for the opportunity to take the course over by sitting in on the course in a later term without registering or paying for it.
4. **Written agreement**. A written or electronic agreement will be endorsed by both the instructor and student. The document will specify a) the remaining work to be completed, b) the highest grade which may be awarded upon submission of remaining items, and c) the date which the missing work is due. The latter may not exceed one year from the end of the term for enrollment for the given course.
5. **Resolving the Incomplete**. Instructors may not encourage students to "sit in" an entire future course in order to resolve the Incomplete grade. If the student needs to retake the entire course, they should be given the grade presently earned, and must formally register for the future class they will be attending. If the missed portion of the course is no longer available, instructors may offer an alternative assignment. Grading weight of the alternative assignment should not exceed the original assignment. Students are fully responsible for monitoring all due dates.

Other Rules:

1. **GPA Calculation**: Incomplete grades are not included when calculating GPA.
2. **Deadline for Completion:** The deadline for completion of an Incomplete is one calendar year. The instructor may set a shorter deadline, which is binding. Any request for a longer deadline must be requested via petition to the Scholastic Standards Committee or Graduate Council.
3. **Failure to make up an Incomplete by the end of one year**:
   - **a.** Undergraduate Incomplete Grades: The mark of "I" will automatically change to a grade of "F" or "NP", depending on the grading option chosen by the student upon registration. If the Incomplete converts to an F, the F grade is included in calculating GPA.
   - **b.** Graduate Incomplete Grades: The Incomplete will become part of the permanent record for a graduate course.
4. **Graduating Undergraduate Students**: Incompletes awarded in undergraduate courses taken in Fall 2006 or later will automatically change to a grade of "F" or "NP" before conferral of the degree. The faculty of record may submit a grade change no later than 30 days after the degree is awarded. Grades of "F" or "NP" will remain on the academic record after this period and cannot be removed.

Student/Instructor Contract:

Student Name: _____ PSU ID #: _____

Term/Year:_____ Course: _____ CRN: _____

Assignments/Exams to be Completed	Deadline to Complete Assignment/Exam	Highest Grade that will be Awarded

The student meets the eligibility criteria, and I agree to the above contract.

_____ _____ _____

Instructor's Signature | Print Instructor's Name | Date

I agree to complete the assignments/exams above by the dates indicated.

_____ _____ _____

Student's Signature | Print Student's Name | Date

Contracts should be retained at the academic department.