



## Extension of Time to Remove Incomplete Grade

A student may petition via the Office of the Registrar for an extension of the one calendar year deadline with the concurrence of the faculty. An approved petition will grant an extension of a single additional term, with a maximum of three total extensions being possible.

- An approved petition for an extension of time to remove an incomplete will be voided at the time of degree conferral.
- A renewed contract (below) must be established between student and instructor and this completed petition must be submitted to the Office of the Registrar **before** the one-year deadline is reached.
- See [Academic Regulation 17 \(https://catalog.oregonstate.edu/regulations/\)](https://catalog.oregonstate.edu/regulations/)

Name: \_\_\_\_\_ OSU ID #: \_\_\_\_\_  
*Last First Middle Initial*

Subject \_\_\_\_\_ Course # \_\_\_\_\_ CRN # \_\_\_\_\_ Credits \_\_\_\_\_

Term Incomplete Grade was issued

Term Incomplete Grade will be completed

Reasons for extension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor:**  Approve  Disapprove

\_\_\_\_\_  
Instructor Name (printed)

\_\_\_\_\_  
Instructor Signature

**Department Chair:**  Approve  Disapprove

\_\_\_\_\_  
Department Chair Name (printed)

\_\_\_\_\_  
Department Chair Signature



Contract for Completion of Incomplete ("I") Grade

Name: Last First Middle OSU ID #:

Course Prefix and Number CRN Course Title Credits

Instructor Term Taken

Date of Contract Date course work to be completed by or default grade becomes earned grade

Remaining work to be completed (Please attach syllabus and highlight items noted below):

Table with 3 columns: Work, pt. value/total possible or, % value of total pts.

Other comments and/or resources needed from instructor by specified date:

Student's Default Grade:

If remaining work to be completed is NOT turned in, the grade the student would earn:

We understand that unless the student completes the above listed course work by the completion date stated, the grade for this class will revert from an "I" to the Student's Default Grade noted above.

Student Signature Date

Instructor Signature Date

Faculty, please provide a copy of this agreement to:

- Department Head
Student's Academic Advising Office
Student
Faculty member of record