A PACE student who wishes to receive an Incomplete (I) grade in a course must first discuss with their instructor before completing this form for submission. The Incomplete (I) grade is offered entirely at the instructor’s discretion as a temporary measure for extenuating circumstances beyond the control of the student. **Work must be completed within six months after the end date of the course.**

Student Name  Last __________________________________________ First __________________________________________ MI ____________

Student# __________________________________________________ OU Email __________________________________________________

Course Title _______________________________________________ Course Number __________________________________________

CRN ______________________________________________________ CE Term Semester __________________________________________

**TERMS OF THE INCOMPLETE CONTRACTS (to be completed by instructor)**

**PROVIDE SUMMARY OF WORK COMPLETED TO DATE AND CURRENT GRADE** __________________________________________

**THE COMPLETED WORK SUMMARIZED ABOVE REPRESENTS** ____________________________________________% OF THE FINAL GRADE

**THE FOLLOWING WORK MUST BE COMPLETED TO REMOVE INCOMPLETE GRADE**

(include assignments, quizzes, exams, etc. to be completed)

**AGREED UPON COMPLETION DATE :** __________________________________________

I have read the above information and understand that it is my responsibility to submit the remaining requirements to the instructor before the agreed upon completion date stated above. I understand that should the work remain incomplete after this date, I will receive a 0.0 grade for the course. NO extensions will be considered AFTER the grade conversion.

____________________________________  ______________________  ___________________________
Student (signature)                                                              Date                                                   Student (print)

____________________________________  ______________________  ___________________________
Instructor (signature)                                                           Date                                                   Instructor (print)

When the coursework listed above is completed, the instructor must submit a final grade on a grade change form by the deadline specified above.    Cc: ___ Student ___ Instructor ___Program Director ___PACE Director