

Incomplete Grade Option Policy and Contract

Department of Communication

Policy The Incomplete Policy in the Department of Communication is in accordance with the policy established by Portland State University. (see PSU Bulletin) The Incomplete Policy is in place for eligible students who face unforeseen or emergency situations at the end of a term.

Eligibility: In emergency circumstances, a student eligible for an Incomplete Grade is one who:

1. Is performing at a "C" or better
2. Has completed 75% or more of the required course work
3. Has completed a justification statement acceptable to the instructor

Ineligibility: Assigning of Incomplete Grades is discretionary. The reasons for assigning an Incomplete Grade must be acceptable to the instructor. Ordinarily, a student is not eligible to receive an Incomplete Grade for the following reasons:

- To have the time to complete additional work to raise a deficient grade
- Due to work load pressures
- Attempted more credits than was feasible to complete in a term
- Did not meet the eligibility conditions outlined above

Contract: The instructor will establish and document clear guidelines for successful completion of the course. The **Incomplete Grade Contract** must be completed to the satisfaction of the instructor and filed in the Department Office, NH 23 **before** a grade of Incomplete can be assigned.

The instructor:

- may assign supplementary work to compensate for the additional time allowed
- may assign established course late penalties to the unfinished course work
- may reduce the student's course or assignment grade

The student:

- must complete all remaining work according to the conditions established in this contract
 - must retain copy of contract and any needed materials (i.e., text, instructions, etc.) to complete the work
 - is responsible to work independently to complete course work
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Procedure: *To be completed by student*

- 1) Complete the information portion below.
- 2) Type written explanation to justify the request of an Incomplete Grade. *Attach to Contract*
- 3) Schedule an appointment with the instructor in order to complete the Contract.

Name: _____ **ID #:** _____

Phone Number: _____ **Email Address:**

Instructor: _____

Course #: _____ **Course Title:** _____

Course CRN: _____ **Term:** _____ **Year:** _____

Procedure: To be completed by instructor

Student Eligibility: Instructor determine the following eligibility requirements.

1. Is the student performing at "C" or better?	Yes	(Initial)
2. Has the student completed 75% or more of the course work?	Yes	(Initial)
3. Has the student completed an acceptable justification statement?	Yes	(Initial)

Must Attach to Contract:

- Course syllabus
- Student's grades for each assignment/criterion to date.

This information is necessary so a third party may evaluate the student's performance if instructor is unavailable.

Requirements for Completion of Course Work: Instructor specify the conditions (i.e., course work, exam, etc.) student must meet to complete the course.

Date of Completion: _____ Instructor establish required due date for student to meet the conditions specified above (not to exceed one year). If no date is specified, the University policy of one-year is applicable.

- Instructor has the right to refuse course work submitted after the established completion date.
- Contract is null and void if date of completion has not been met. If a new contract is devised, additional course work may be required in a new contract.
- Instructor is not obligated to renegotiate Incomplete Contract.

I understand these conditions.

Student's signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Copies Needed:

- Student
- Instructor
- Department