

# Undergraduate Incomplete Grade Contract

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Student ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

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## Course Information (attach syllabus)

Term: \_\_\_\_\_ Year: \_\_\_\_\_

CRN: \_\_\_\_\_ Subject & Course #: \_\_\_\_\_ Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

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**Check One:** To clear the 'Incomplete' grade, the student must finish the

- Syllabus requirements noted below - **OR** -
- Alternate requirements noted below (or attached):

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## Deadline for submitting requirements:

If the student's course requirements are NOT submitted to the instructor by (date) \_\_\_\_\_ (up to 12 months from the end of the term), then the grade will automatically change from Incomplete to \_\_\_\_\_. One extension is possible; see the *Extension of Incomplete* form on the Registrar's website at [wou.edu/registrar/forms/](http://wou.edu/registrar/forms/).

\_\_\_\_\_  
Faculty Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

- Original form on file in the Division Office
  - Student not available for signature
  - Copies to Faculty and Student
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