



CONTRACT for INCOMPLETE OR WORK-IN-PROGRESS GRADE

Pacific has an obligation to be consistent in holding all students to the same deadlines for completion of work in a course. However, occasionally there is reason for granting a student additional time to complete assignments or exams, and the University offers two different temporary grade options for these situations. These grades are not a substitute for a failing or otherwise undesirable grade; they cannot be granted to a student who is failing a class and wants additional time to submit make-up work in order to improve a grade, or to one whom you believe would benefit from simply having more time to complete course requirements.

INCOMPLETE (I) grades may be requested ONLY when ALL of the below three conditions have been met:

- Health or other emergency reasons prevent the student from finishing all requirements of the course, and
- A large portion of the course has been complete satisfactorily and/or the student has a passing grades at the time of the petition, and
- The student is able to complete the remaining work on an individual basis with the instructor. Re-enrollment in all or part of the same course during a subsequent semester is not allowed as part of the contract.

WORK-IN-PROGRESS (WP) grades may be requested ONLY when unexpected issues outside of the student's control keep him/her from completing a course, such as inclement weather, equipment breakage, or instructor illness. WP grades can be assigned to an entire class, or to individual students.

Do not use this form to assign WP grades to an entire class. Please contact the Registrar's Office at registrar@pacificu.edu or 503-352-2793 if you wish to assign WP grades to an entire class, or if you need to discuss a special grading situation.

SELECT ONE:

An **Incomplete** grade is requested due to: Illness Other emergency: _____

A **Work-In-Progress** grade is requested due to: _____

Student's Name: _____ ID: _____

Instructor's Name: _____

Year: 20____ Term: Fall ___ Winter ___ Spring ___ Summer ___

Subject & Course #: _____ Course Title: _____ Credits: _____

Detail the work to be completed (use the back of this form if necessary):

Deadline for submission to instructor (varies by College/Program); see catalog or Student Handbook for details: _____

Grades are due to Registrar's Office three business days after this date. If no grade is submitted by then, the Incomplete or WP grade will become an F or N grade.

When the agreed-upon work has been completed, the instructor must submit a completed *Grade Change Request* form to the Registrar's Office. Before the deadline, an extension may be granted if the student and instructor agree, appropriate approval is received*, and an approved extension is submitted to the Registrar's Office. If the agreed-upon work is not completed and/or no grade change is submitted to the Registrar's Office by the deadline (and no extension has been approved), the grade becomes an F or N, depending on the grading scheme. It is the student's responsibility to complete outstanding requirements and to work with the instructor to initiate the submission of the *Grade Change Request* form.

Signing this document is an acknowledgement by the student and instructor that they understand and agree to the terms of resolving this temporary grade.

Student's signature: _____ Date: _____

Instructor's signature: _____ Date: _____

Approver's signature*: _____ Date: _____

* Approvers are:

- Forest Grove Undergraduate Programs: Associate Dean, Student Academic Affairs
- College of Education: School Director
- College of Health Professions: School Dean or Director
- College of Optometry: Associate Dean for Academic Programs
- College of Business Graduate Programs: The instructor also is the approver.
- MSW: The Program Director
- MFA: The instructor also is the approver.