



Request for Incomplete Grade Form

A student may submit a request for an "I" for a course grade when a situation beyond the student's control makes it very difficult for the student to complete assigned coursework within the allotted time. The reason for requesting an incomplete must be explained and documented.

Part A: To be completed by the Student

Student Name (print): _____ ID# _____

Current Address: _____ Phone: _____

Current Semester/S-Term: _____ Expected Graduation Date (Term-students): _____

Course/s for which the student is requesting a grade of Incomplete:

Department	Course #	Section #	Start/End Date	Credit Hours

Reason for requesting a grade of Incomplete (please attach any relevant documentation/evidence):

Student Acknowledgement: I have read the policy regarding incomplete grades on the back of this form. I understand that I must submit any remaining assignments for this course by the due date established in this form or the instructor will change the grade of "I" to whatever grade I have earned in the course at that time.

Student Signature: _____ **Date:** _____

If the form is not signed by the student, please include an email from the student stating their acknowledgement of the incomplete grade policy with this form.

Part B: To be completed by the Instructor

Current Course Grade: _____ *(should include all assignments turned in at the time of this request)*

List the course requirements the student has not yet submitted and assign a due date for each item. **Please note: If this is the students' last semester or class, the incomplete must be removed within 30 days.**

Assignment/s	Due Date <i>(must follow guidelines outlined in page 2)</i>

Instructor Approval: I approve this request and agree to supervise the student's completion of the above requirements. At the end of the agreed upon deadline, I will submit a final grade for the student reflecting the grade he/she has earned at that point to replace the grade of "I".

Instructor Signature: _____ **Date:** _____

If the form is not signed by the instructor, please add an email from the instructor stating their acknowledgement of the assignments and due dates outlined in this form.

Submit completed forms to:

- Traditional students (main campus, graduate and correspondence programs): Office of Academic Affairs (Murray Center Room 206 * academicaffairs@oak.edu * 812-749-1238 (phone) * 812-749-1511 (fax)
- Non-Traditional students (Adult and Professional Studies and online programs): Non-traditional Enterprise Office (Murray Center 207)

Administrative Use Only

Date when request is received: _____ Request Approval: ___ Yes ___ No

Date final grade must be submitted by instructor: _____

Registrar/Assistant Provost Signature: _____ **Date:** _____

Incomplete Grade Policy

General Information

The grade of “I” indicates an authorized incomplete and is given when a student is unable to complete all required coursework before the class is finished because of circumstances beyond her or his control. A grade of “I” does not count in the computation of grade point average.

In order for a student to receive a grade of “I”, the *Request for Incomplete Grade Form* must be completed, signed by both the instructor and the student, and submitted to the Office of Academic Affairs before the end of the course for which the student is seeking an extension. The Office of Academic Affairs will notify the instructor and the student once the request has been approved.

The remaining work for an incomplete grade must be completed within a time frame equal to the length of the course. For example:

- A student taking a semester long course must complete all outstanding work by the end of the next semester.
- A student taking a five-week or eight-week course must complete all outstanding work by the end of the next five or eight week session.

If a student fails to submit all required coursework by the deadline/due date agreed upon in the *Request for Incomplete Form*, the grade of “I” will be changed to whichever grade the student has earned at that point.

Important Considerations when Applying for and Approving a Request for a Grade of Incomplete

- An incomplete grade, “I”, is only to be given when extreme situations arise that a student cannot control and which prevent him/her from completing course requirements by the end of the enrollment semester. These include serious illness or accidents, extreme family issues, and like situations. It does not include poor time management in completing assignments, excessive absences without documentation, or missing one or more exams unless it is due to the serious illness or accident.
- Students are expected to continue participating and completing assignments as best as they can during the time the course was originally scheduled and during the period of the Incomplete unless extenuating circumstances prevent them from doing so.
- A student’s grade in the course at the time of the request will be considered when reviewing the request. The grade should include all completed assignments at the point of the request. Requests for Incompletes for courses in which a student has a failing grade due to poor participation, missing assignments, and/or other reasons within the student’s area of responsibility may not be approved.
- A student may request an Incomplete before the end of the semester or a course and it may be granted if circumstances warrant. Except for extraordinary circumstances, Requests for Incompletes should be submitted towards the end of a course after a student has attempted to complete most assigned coursework within the designated time of the course.

Additional Information for Instructors

The *Request for a Grade of Incomplete Form* must be filled out by the student and given to the instructor to finish. Once you have completed the instructor part of the form, please submit it to the Office of Academic Affairs and email or mail a copy to the student.

When completing the form, make sure that the final deadline/due date for all assignments is within the established guidelines for a grade of incomplete (e.g., a student taking a semester long course must complete all outstanding work by the end of the next semester; a student taking a five-week or eight-week course must complete all outstanding work by the end of the next five or eight week session).

It is the students’ responsibility to submit all remaining coursework by the end of the extension period. Once all assignments are submitted and graded, please complete a *Change of Grade Form* and submit it to the Office of Academic Affairs so the student’s grade of “I” can be updated. If a student does not complete all assigned coursework by the agreed upon deadline, complete a *Change of Grade Form* assigning the grade the student has earned at that point.