

### OSUIT AGREEMENT FOR INCOMPLETE GRADE

An incomplete grade may be assigned by the instructor for extenuating circumstances for which a student was not able to complete a course. The "I" indicates additional work is necessary to complete a course. An OSUIT *Agreement for Incomplete Grade* form must be completed then submitted to the division office for approval prior to posting of the "I". To receive an "I" grade, the student must have a passing grade in the course at the time the "I" grade is awarded and have satisfactorily completed 70% of the required coursework for the semester.

When reporting an "I", the instructor will record in detail the conditions for removal of the "I," with time limitations comparable with the time or work missed for completion, not to exceed two semesters. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the time specified in the *Agreement for Incomplete Grade*, will revert to the grade earned at the time of the "I" grade request. *An "A" grade cannot be assigned as the grade issued if the agreement is not completed. An "A" grade should be assigned, as the final grade, during the grading period.*

After the instructor and student have signed the Agreement for Incomplete Grade, the instructor will submit the request to the Dean of the School. Once the Dean approves and signs the form, the Dean will forward to the Vice President for Academic Affairs. Once approved and signed by the Vice President of Academic affairs, the form will be forwarded to the Registrar's Office for processing.

The instructor will submit a Change of Grade request within one week of the completion of the "I" grade work. Repetition of the course or class attendance in a subsequent semester may not be a condition of "I" change. The signed and approved Agreement for Incomplete Grade must be received in the Registrar's Office by due date for Final Grades (typically 4pm, two business days after the end of instruction).

For students who are members of the active uniformed military service, refer to Grading Policy 2-013 Academic Affairs, Section 1.04.

Current Semester  Fall  Spring  Summer Year \_\_\_\_\_ Today's Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

CRN \_\_\_\_\_ Course Subject/Number \_\_\_\_\_ Course Name \_\_\_\_\_

Student's Late Date of Attendance \_\_\_\_\_

Reason for assigning "I" grade \_\_\_\_\_

Deadline for "I" grade removal \_\_\_\_\_ Grade to be assigned if "I" grade removal not met \_\_\_\_\_  
*(No grade assigned will result in a fail grade [F] issued. .)*

Work to be completed. Be specific (Assignments, Tests, Projects, Activities, etc.) \_\_\_\_\_

- I have read this Agreement for Incomplete Grade and agree to the conditions stated above.
- I understand that if I am receiving financial aid, veteran's or scholarship benefits, it is my responsibility to determine if or how this Agreement affects my benefits.
- I understand that an "I" Grade received during my final, graduation semester may postpone my graduation semester until the next available semester.

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

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Academic Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar's Office Only**

Date Received \_\_\_\_\_  Processed in Banner Copied to  Student  Instructor  Department

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Comments \_\_\_\_\_