



I. REQUEST FOR INCOMPLETE (I) GRADE

REGENTS' POLICY:

An Incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F"; and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required work/learning objectives for the semester. The time limit to replace the "I" with a grade at Southeastern Oklahoma State University is one (1) year. An "I" not changed by the Instructor to a regular grade within the specified time limit will become a permanent "F" and not count toward GPA.

Student Name _____ Student Number# _____

Course Title Number and section _____ Department Code _____

Instructor _____ Semester and Year _____

Justification of Request for "I" Grade:

Signature of Person Making Request _____ Date: _____

II. INSTRUCTOR'S RESPONSE TO REQUEST FOR INCOMPLETE (I) GRADE

Do you agree to grant the above request? Yes _____ No _____ If "No." please sign and return one copy to the student and one to your departmental chair.

If "Yes: please, complete the following:

Grade at time of "I" _____ Percentage of class completed _____

State specific requirements to be completed by student and timeline for completion of requirements.

(Use Additional space, if necessary.)

Attach a Course syllabus with grading policy and assignments and a complete list of all grades to date.

Instructor's Signature _____ Date _____

Department Chair's Signature _____ Date _____



I have read the requirements and understand it is my obligation to complete the work listed according to the schedule stated in section II.

IV. INSTRUCTOR'S FINAL REPORT

Completed the following parts of the specified work, and I have not submitted a grade:

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Additional Information (if needed)

Additional Information (if needed)

It is the student's responsibility to assure that all parts of this form are completed as required and the departmental office receives a copy for filing.

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