

**STUDENT REQUEST FOR INCOMPLETE (I) GRADE CONTRACT**

A student who wishes to receive an Incomplete (I) grade in a course must present a Student Request for Incomplete (I) Grade Contract to the instructor AFTER the cut-off date for awarding a "W" grade. The Incomplete (I) grade is offered entirely at the instructor's discretion as a temporary measure for extenuating circumstances beyond the control of the student.

STUDENT NAME				
LAST		FIRST		MI
STUDENT # G-		OU EMAIL		
Course Rubric	Course Number	CRN	Credits	Semester

**TERMS OF THE INCOMPLETE CONTRACT**

PROVIDE SUMMARY OF WORK COMPLETED TO DATE AND CURRENT GRADE \_\_\_\_\_

THE COMPLETED WORK SUMMARIZED ABOVE REPRESENTS \_\_\_\_\_ % OF THE FINAL GRADE

THE FOLLOWING WORK MUST BE COMPLETED TO REMOVE INCOMPLETE GRADE

The remaining coursework, as defined above, must be successfully completed during the first eight weeks of the next academic semester (fall or winter) for which the student registers. The "I" grade shall become permanent for students that do not register and have not completed the above course requirements within one year. Hardship situations continuing beyond this time period must be approved by the instructor and Graduate Study and Lifelong Learning. The student is responsible for initiating the request for extension BEFORE the temporary "I" grade is converted to a permanent "I" grade. NO extensions will be considered AFTER the grade conversion.

I have read the above information and understand that it is my responsibility to submit the remaining requirements to the instructor before the deadlines stated.

Student (signature)	Date	Student (print)
Instructor (signature)	Date	Instructor (print)

WHEN THE COURSEWORK LISTED ABOVE IS COMPLETED, THE INSTRUCTOR MUST SUBMIT A FINAL GRADE ON A GRADE CHANGE FORM BY THE DEADLINE SPECIFIED IN THE UNIVERSITY CALENDAR.

CC: \_\_\_\_\_ Student \_\_\_\_\_ Instructor \_\_\_\_\_ Registrar \_\_\_\_\_ Graduate Study \_\_\_\_\_ Financial Aid \_\_\_\_\_ Program