

OAKLAND UNIVERSITY

SCHOOL OF ENGINEERING & COMPUTER SCIENCE - UNDERGRADUATE STUDENT REQUEST FOR INCOMPLETE (I) GRADE CONTRACT

The I (Incomplete) grade is temporary and may be given only by student request and instructor consent and only after the cut-off date for use of the W grade. It is used in the case of severe hardship beyond the control of a student that prevents completion of course requirements. An undergraduate student who wishes to receive an Incomplete (I) grade in a course must present an Undergraduate Student Request for Incomplete (I) Grade Contract to the instructor AFTER the cut-off date for awarding a "W" grade.

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:

Student work to remove an I grade for credit courses and faculty submission of the grade must be completed within one year from the faculty grade submission deadline for the appropriate semester. I grades after the one year deadline shall be changed to the Incomplete Final Grade assigned by the instructor of record. In absence of an assigned Incomplete Final Grade, I grades will convert to a 0.0 for undergraduate students. **The rules described above do not apply to degree candidates. Graduating students requesting Incomplete grades in the final semester should contact the degree auditor immediately.**

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 BY COMPLETING THE "GRADE CHANGE REQUEST FORM" ONLINE BY THE DEADLINE SPECIFIED IN THE UNIVERSITY CALENDAR.

Cc: ____ Student ____ Instructor ____ UG Advising