

Incomplete "I" Grade Change Policy  
(Approved by Faculty Senate May 6, 2013)

The complete OSRHE policy is available at <http://catalog.ou.edu/current/index.html>, by clicking on Office of Academic Records (Academic Standards, Grades).

I is a neutral mark and means incomplete. It is not an alternative to a grade of 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 course work for the semester. Beginning with the Fall 2013 semester, the instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of I will be changed to the pre-determined permanent grade. After a grade of I has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research and graduate problem courses.

Graduate College "I." With the approval of the instructor and Graduate College Dean, a graduate student may be granted up to a one-year extension for making up incomplete work. No petitions for extensions beyond one year will be considered. After the incomplete work is made up, the instructor shall promptly report the new grade to the Office of Academic Records so that it can be posted to the student's transcript. In any case, the new grade must be posted to the student's transcript within one year of the deadline for making up the incomplete work (including any extension, if granted). If the new grade has not been posted within this one-year time period, the student shall have one additional year in which to file an appeal with the Graduate Dean requesting that the proper grade be posted. If no such appeal is received by the Graduate Dean within this second year time period, the grade of "I" shall be changed to the pre-determined permanent grade.

The new university-wide Incomplete Contract Form that all instructional faculty will be required to use when assigning a grade of INCOMPLETE, effective with the Fall 2013 semester is available here: <http://www.ou.edu/content/dam/provost/documents/University%20Wide%20Incomplete%20Contract%205-23-12.pdf>. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade. If an instructor is unable to secure the student's signature on the Incomplete Contract Form, they should notify Academic Records and submit an "N" grade.

When an instructor assigns an Incomplete, s/he must complete this fillable PDF form, stipulating the following:

- Date all work must be completed and turned in (not to exceed 1 year)
- Grade to be assigned if work is not turned in by this date (cannot be an I)
- Reason for the 'Incomplete' grade
- Description of remaining assignments
- Description of components of current grade, i.e. tests, papers, etc., and whether student is passing at the time
- Procedure for student to turn in the work
- Instructor comments

Please note:

- The faculty member and student must both sign/date the document so that no student will be assigned an 'Incomplete' without his/her acknowledging the action and how the course will be completed. Student signature via e-mail is acceptable. If an instructor is unable to secure the student's signature on the Incomplete Contract Form, they should notify Academic Records and submit an "N" grade.
- The instructor and student will both keep a copy of the document, which may be an electronic copy.
- The instructor will put a copy of the document on file with the department office (by way of a hard copy or an e-copy to departmental or school designated staff person) in case another faculty member has to assume responsibility for overseeing completion of the course and with the Office of Academic Records.

'Incomplete Guidelines' and 'Notes' on page 2 of the form.

**'Incomplete' Guidelines**

1. An Incomplete is designed for students who, through circumstances usually not within their control, cannot complete the last 10-30% of the required assignments in a course.
  - This would generally include only the final exam or a last written assignment.
  - If a student misses one or two assignments at the beginning or middle of a course, s/he should make up the work during the term or withdraw from the course and retake it.
2. If a student fails to take a final exam or does not turn in a final assignment, the instructor should award a grade calculated on the actual work completed, factoring in Zero grades for uncompleted work.
3. A student may not be failing a course at the time an 'I' grade is awarded.
  - An Incomplete is not an alternative to a grade of 'F'.
4. An instructor should not give an Incomplete without notifying the student.
  - If the student later contacts the instructor and gives a reasonable explanation for not completing the course, the instructor may change the student's grade to 'I' and allow the student time to complete the work.
5. The instructor may, at his/her option, require the student to provide written documentation of the circumstances leading to the request for an Incomplete.
6. Both the instructor and student must acknowledge the terms under which the missing work is to be completed.
  - Each party must sign the form.
  - The student and the faculty member should each retain a copy of the agreement.
  - A copy of the agreement should be put on file in the department's main office in case circumstances require that another faculty member must assume responsibility for working with the student to complete the coursework and with the Office of Academic Records.
7. The time allowed to complete the work may not exceed one calendar year.
  - If the student has not made up the Incomplete by the end of the year, the I grade will be changed to the pre-determined permanent grade.
  - An exception to the one-year rule may be considered by student petition to the faculty member, with approval by the college dean/dean's designee.
8. An 'I' grade is neutral and will not affect the student's grade point average.
9. After a grade of 'I' has been changed to the pre-determined permanent grade, a student may enroll in the course again if appropriate or required.

**Notes**

1. A student may not remove an Incomplete on his/her OU transcript by taking the course at another institution.
2. A student may NOT repeat a course to complete it.
  - State Regents policy specifically forbids a student from enrolling in a course for one full year after receiving a grade of 'I' in the same course.
  - Repeating a course implies the student had more than just the final exam or term paper to complete.
3. A student may not 'sit in' a course to complete it.
  - This implies the student had too much unfinished work to receive an 'I'.
  - This is akin to auditing a course, and it is against University policy for a student to audit a course without enrolling and paying tuition and fees.
  - Exceptions may be made for small portions of the class where student participation is required to make up the incomplete work.
4. It is not appropriate to assign an Incomplete and give the student additional assignments to help raise his/her grade.
5. Instructors are highly encouraged to avoid assigning "I" grades to international students (especially reciprocal exchange).