

## **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.
  - Students called to Active Duty Military must have completed at least 50% of the coursework.
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 ('I') is not an alternative to a grade of 'F.'
4. An instructor should not give an Incomplete without notifying the student.
  - If a student who is passing a course 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 the student must acknowledge the terms under which the missing work is to be completed.
  - Each party must sign the form. If the student is not available to sign the form, the instructor must notify the student via email of this action and attach a copy of the email to the form that is sent to Academic Records.
  - 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. It is strongly recommended that if the instructor notified the student via email of this action, a copy of the email be kept on file in the department office with the I Contract.
  - Norman campus courses: send a copy to the Academic Records office (BH 330).
  - Extended Campus courses: send a copy to Extended Campus Registration & Records (Pappas Administration Building, 1700 Asp Ave., Room B-1)
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 grade will be changed to the predetermined permanent grade. An 'I' grade will not be permanent.
    - If the professor does not turn in an Incomplete Contract, the student's grade will be changed to an F after the allotted one-year time period.
  - 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.