

**Oakland University**  
**Student Request For Incomplete (I) Grade**

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street City/State Zip Code

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Section Number \_\_\_\_\_

Instructor \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ Last Date for Withdrawal \_\_\_\_\_

I am requesting that an I grade be assigned in the above course for the following reasons: Rationale must indicate a severe hardship beyond your control preventing completion of course requirements. Requests for I grades will be considered only if submitted after the last date of withdrawal and before the final examination period of this course.

I understand that if my request for an I grade is approved; I will need to meet the conditions set for completion of this course.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed By The Instructor:**

Course Requirements to be completed (be specific enough for another instructor to be able to supervise completion in your absence. Include intermediate deadlines, if any, before the final one prescribed by university rules).

Method of calculating course grade (include grades already achieved by student and their weights, and nature and weights of remaining requirements above).

**NOTE:** University rules require removal of an I grade by the end of the eighth week of the next semester (Fall or Winter) during which a student is registered and in any event within one year; if course requirements above are not met, the I grade changes to 0.0 for undergraduates (permanent I for graduate students). Extensions require approval of the Dean.

An I grade does not authorize retaking any part of this course without re-registration and payment.

This request for assignment of the temporary grade of I is ☐ approved ☐ not approved

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Student submits form to instructor, instructor makes determination. Original form filed with department chair, a copy of the form is to be returned to the student.