



Professional and Continuing Education

REQUEST FOR INCOMPLETE (I) GRADE FORM

Used for program courses two weeks or longer in duration.

A PACE student who wishes to receive an Incomplete (I) grade in a course must first discuss with their instructor before completing this form for submission. 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. **Work must be completed within six months after the end date of the course.**

Student Name Last _____ First _____ MI _____

Student# _____ OU Email _____

Course Title _____ Course Number _____

CRN _____ CE Term Semester _____

TERMS OF THE INCOMPLETE CONTRACTS (to be completed by instructor)

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
(include assignments, quizzes, exams, etc. to be completed)

AGREED UPON COMPLETION DATE : _____

I have read the above information and understand that it is my responsibility to submit the remaining requirements to the instructor before the agreed upon completion date stated above. I understand that should the work remain incomplete after this date, I will receive a 0.0 grade for the course. NO extensions will be considered AFTER the grade conversion.

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 above. Cc: ___ Student ___ Instructor ___ Program Director ___ PACE Director