



Request for Incomplete (I) Grade

Student Name

Student ID Number

Department

Course Number

Course Title

Instructor

From the University of the Ozarks catalog: Students who are doing passing work but who, because of serious illness or other legitimate extenuating circumstances, cannot complete their course work may, at the discretion of the instructor, receive a grade of I. The time limit for removing the I grade shall be not later than the mid-term of the semester following the semester or summer term in which this grade was originally given. The grade of I will automatically be changed to a grade of F if this limit is exceeded.

Reason for Request:

Assignments Due (list all work required to be completed by student below):

Deadline for Completion:

NOTE: All work must be completed and the instructor must submit the final grade through the faculty portal by the midterm of the following semester as listed on the academic calendar published by the University. If not, the "I" will become an "F." Students receiving SCHOLARSHIP and/or FINANCIAL AID should check with the Financial Aid Office to see how the "I" grade will affect your aid eligibility for the following semester. **Students should NOT formally enroll in the same class again.**

Signature of Student:

Date:

Signature of Instructor:

Date:

Signature of CAO:

Date:

Completed form must be returned to the University Registrar or emailed to registrars@ozarks.edu.