OKLAHOMA PANHANDLE STATE UNIVERSITY
Incomplete/Grade Change Form

SUBMIT TO THE OFFICE OF THE REGISTRAR WITH TERM SHEETS

USE THIS PORTION TO REPORT AN “I” GRADE.
Oklahoma State Regents for Higher Education policy states, “It (the grade of ‘I’) is not a substitute for an ‘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.” Incomplete grades that are not changed by the instructor to an “A,” “B,” “C,” “D,” or “F” within the specified time limit will remain as a permanent “I” and will not contribute to the student’s GPA.

PART A: (to be completed by the student)
I request an Incomplete in ____________________________
(dept/course number) (course title)
Term/year: Fall 20___ January 20___ Spring 20___ Summer 20___ May 20___

(Student’s name printed) (SS number or ID number)

The reason for my request:

PART B: (to be completed by the instructor)
I agree to this request: ____________________________
(faculty signature) (date)

Needed to complete the requirements for this course:

Time limit for completion: ____________________________
(Limit may be set by instructor. Maximum is one year from the end of the semester of enrollment for this course.)

PART C: (to be completed by the student)
I agree to this contract: ____________________________
(student signature) (date)

PART D: USE THIS PORTION TO REPORT THE FINAL GRADE.
Part D of the white copy is to be completed in the Office of the Registrar by the instructor.

Final grade __________________
Instructor’s Signature ____________________________ Date ___________________

November 2010 Revision