

OREGON INSTITUTE OF TECHNOLOGY

Incomplete Grades

OIT-14-022

Request for Incomplete

A "Request for Incomplete" form must be initiated by the student except in emergency circumstances. The student and the instructor shall complete the form stating the area of work where the student is incomplete and the type and amount of work necessary to remove the incomplete and grade to be assigned in the incomplete is not made up. This form is to be signed by both the instructor and the student, and the instructor will submit a copy of the approved Request for Incomplete with grades at the end of the term.

Removal of Incomplete

An incomplete grade must be removed by the end of the next term regardless of whether or not the student is enrolled or the course is offered. Extensions: An incomplete may be extended under only the most extenuating circumstances and only for one additional term. The request for extension must be in writing, signed by the student and the instructor.

Conversion to Grade

If the incomplete is not removed by the allotted time and no provisions for an extension are made, the incomplete will become the letter grade originally assigned by the instructor.

Recommended by:

Faculty Senate – 12/77

Approved: Kenneth F. Light
President

Date: December 23, 1977