



Incomplete Grade Agreement

This form should be completed and submitted to the Records Office (academic.services@law.csuohio.edu) along with an Incomplete grade.

Guidelines for Incomplete Grades:

The grade of Incomplete ("I") is a temporary grade designation, given when the work in a course has been generally passing, but when some specific course requirement has not been completed through no fault of the student and the faculty member has approved the completion of such requirement after the normal date for the conclusion of the course. The course work must be completed and submitted to the appropriate faculty member not later than the last day of classes of the next term (including Summer term) following that in which the course was offered; otherwise, a final grade of "F" will be recorded. For good cause shown, the Academic Standards Committee may further extend the time permitted to complete and submit the required work. (C|M|LAW Academic Regulation 2.2).

Additionally, an "I" grade may be assigned under other appropriate circumstances as determined by the Office for Institutional Equity (OIE) or the Office for Disability Services (ODS).

The following guidelines should be used when assigning an "I" grade:

1. An "I" grade can be assigned by the instructor when all of the following conditions are met:
 - a. The instructor believes that the student has the potential to complete and pass the course
 - b. Student has not completed all coursework for reasons deemed justified by the instructor or OIE/ODS,
 - c. The student's circumstances, such as serious illness or accident, warrant the "I" grade; and
 - d. The student has requested an Incomplete from the Instructor or OIE/ODS prior to the end of the grading period.
2. An "I" grade can be an academic accommodation deemed appropriate by the Office for Institutional Equity or the Office for Disability Services.
3. In general, failure of a student to appear for a final exam without an explanation to the instructor would not be sufficient grounds for giving an "I" grade.
4. Deadlines for completion of "I" grades are always the last day of instruction for the following semester.
5. Incomplete grades not satisfied by the stated deadline will become failing grades ("F").
6. With the exception of Incomplete Grades issued as an accommodation, extensions of the deadlines must be considered by the Academic Standards Committee and submitted prior to the stated incomplete deadline for completion of "I" grades.
7. Other resources:
 - a. The College of Law Academic Regulations
 - b. The ODS Student Handbook
 - c. The ODS Faculty Handbook
 - d. The Policy Against Discrimination, Harassment, Sexual Violence and Retaliation
 - e. The Procedures of the Office for Institutional Equity for Investigating Complaints of Discrimination, Harassment, Sexual Violence and Retaliation

REQUIRED INFORMATION**Part A: STUDENT INFORMATION**

Name:	CSU ID# :
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Part B: COURSE INFORMATION

Course Number (e.g. LAW 101) and Section:	Term:
Course Title:	
Instructor:	



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This form should be completed to receive an incomplete ("I") grade and signed by the student and instructor. Copies of the completed form should be maintained by the student, the instructor, the Student Records Administrator, and OIE/ODS as applicable.

Part C: REASON(S) FOR "I" GRADE

<input type="checkbox"/> Accommodation by Office for Institutional Equity (See attached Accommodation Memorandum) <input type="checkbox"/> Accommodation by Office for Disability Services (See attached Accommodation Memorandum) <input type="checkbox"/> Determination by Instructor. Explain:

Part D: PLAN FOR COURSE COMPLETION

Coursework to be Completed:
Support to be provided to Student by Instructor (check all that apply): <input type="checkbox"/> Answer student questions about the coursework to be completed. <input type="checkbox"/> Grade student's coursework when turned in by the student on or before the completion date (see below). <input type="checkbox"/> Arrange for student to take quizzes, tests and/or final exam. <input type="checkbox"/> Other assistance (explain):
Date by which student will complete coursework:

Note to student and instructor: An incomplete grade can adversely affect financial aid eligibility and academic standing, which are based on the successful completion of courses. The student is strongly encouraged to consult with an academic advisor to determine the financial aid impact and academic standing impact of receipt of an "I" grade, and whether an "I" grade is an appropriate course of action for the student.

By signing below, the student acknowledges that the student understands the date by which the above-listed coursework must be completed and that the student's "I" grade will convert to an "F" grade if the coursework is not completed by that date. By signing below, the instructor agrees to enter the "I" grade and provide support to the student as identified above.

Signed _____
Instructor

Date _____

Signed _____
Student

Date _____