Registrar’s Business Process Guide

Requesting & Accepting an Incomplete

How to Request an Incomplete
1. Contact either the instructor or course department for proper procedure.
2. After following the relevant procedures, an Incomplete Contract is made available in the Student Center.

How to Accept an Incomplete
1. Log into the Student Center.
2. Open the other academic... drop down menu
   a. Select Grades
   b. Click the double arrow button.
3. Select a Term if the preset one is incorrect.
4. Locate the class and click the Review Contract link

5. Review the following:
   a. Incomplete policy
   b. Incomplete description
   c. Incomplete contract data
6. Click the I acknowledge checkbox when ready.
Assignments of Incomplete Grade Contract

Example: According to OSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete". An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral data for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by the Registrar’s Office. If no grade is indicated below, the "I" will be converted to an "F". A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student’s graduation date.

Incomplete Contract Data

1. Reason Code: Other
2. Grade Without Further Work: C+
3. Deadline For Completion: 05/15/2023
4. Work Required for Removal of "I" Grade
   Description: 
   Completed: [ ] Date Completed: [ ]
5. I acknowledge that I have read and agree to the above Terms and Conditions. I understand the requirements for completing this course and that if I fail to meet these requirements, I will receive the grade indicated above for this course.

7. Click Yes when the Popup confirmation window appears.
8. The Contract will show the **Acceptance Date**.
9. The link next to the class will change to **Accepted**.