



Incomplete Grades

**1-008
Academic Affairs**

1.0 POLICY

- 1.1 Oklahoma State Regents for Higher Education established a grading policy (OSRHE Academic Affairs policy, section 3.12.1) to create a uniform system of grading for State System institutions.
- 1.2 Incomplete Grades: Oklahoma State Regents for Higher Education (section 3.12.2.A) states: An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course (see 1.03). It 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 coursework for the semester. The time limit to satisfy the "I" will be at the discretion of the institution (see 1.03). "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the specified time limit will remain as a permanent "I" and not contribute to the student's GPA.
- 1.3 An Agreement for Incomplete Grade form must be completed and submitted to the Registrar's office for approval before posting the "I." To receive an "I" grade, the student must have a passing grade in the course when the "I" grade is awarded and have satisfactorily completed 70% of the required coursework for the semester. When reporting an "I", the instructor will record in detail the conditions for removing the "I", with time limitations for completion not to exceed two semesters.
- 1.4 Leave of Absence for Members of the Active Uniformed Military Service: Oklahoma State Regents for Higher Education (section 3.12.3.B) states: Pursuant to Title 70, O.S., Section 3248, State System institutions shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and called to active duty. The student shall be eligible to:
1. Withdraw from any or all courses for the period of active-duty service without penalty to admission status or GPA and without loss of institutional financial aid (for refund of tuition and fees refer to Budget and Fiscal policy 4.18.4.I); or
 2. Receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from

active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

- 1.04 In those cases where a regular grade has been earned or awarded, the regular grade will supersede an "Incomplete" grade.

Policy History

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