

Incomplete Grade Submission Form

Upon completion of this form, please save and email as an attachment to appropriate dean's office for signature.

Marks of "I" are given only **with the dean's approval** and **with verified reasons beyond the student's control**. (ONU Faculty Handbook 3.15 3. A.)

ONU ID: _____ Full Name: _____

CRN: _____ SUBJ: _____ Course: _____

TERM: _____

Reason for "I" grade: *(required)*

The general level of the student's work in terms of a letter grade, excluding incomplete assignments: _____

Please make sure student and course information is complete at the top of the form.

Faculty Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Extension

Marks of "I" not removed within twelve weeks of the beginning of the next regular semester will be recorded as "F" or "U". Extensions of incompletes may be approved by the dean of the college offering the course for a specific period on the recommendation of the course instructor.

Student has already been assigned a mark of "I", but needs to have the due date for completion of work extended to:

Reason: _____

Dean Signature: _____ Date: _____