



**OHIO VALLEY
UNIVERSITY**

Incomplete Grade Application Form

Incomplete grades can be awarded for students who could not complete assigned work for the class because of an extraordinary life-event, such as illness, emergency, or special circumstances that prevented the student from completing the course work within the semester dates. To be considered for the award of an incomplete, please complete this form and submit it to the registrar's office seven days prior to the last day of classes. Final approval will be by the Vice President For Academic Affairs.

A grade of I (incomplete) becomes a grade of FI (failure to finish an incomplete) if the course work is not completed within six weeks (ten weeks in the School of Professional Studies) after the close of the semester or session.

Student Name: _____

Date: _____

Course Number/Section: _____

Instructor: _____

Reason for Request: _____

Student Signature

Instructor Signature

Dean of College (of the course)

Vice President for Academic Affairs

Registrar

<p>Vice President of Academic Affairs Office</p> <p>Approved: _____ Not Approved: _____</p> <p>Date Reviewed: _____</p>
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