Date: August 23, 2013

To: Instructors with Grades of Incomplete in Previous Terms for Currently Enrolled Students

From: Brenda Cox, Assistant Registrar for Academic Records

Subject: Grade Lapse Warning

Dear Instructor of Record:

University policy states that students given an incomplete grade (I), must complete the required course work within a time frame directed by the instructor but no later than the end of the second (2nd) week of the next non-summer term of enrollment OR before two years have elapsed. If the required course work is not completed and the final grade is not submitted to the Office of the University Registrar by the published deadline, the "I" grade is automatically changed to an "F I".

The incomplete grades of the students listed below will convert to grades of "F I" on 09/06/2013. Before that date, you may submit a Special Grade Report to assign a new letter grade or you may submit an extension form to extend the incomplete grade to the end of the term. Please note, this may not be done online. Please contact your department / school or college office to obtain the necessary form.

You may authorize one extension of the deadline, until the end of that term, provided circumstances beyond the student's control prevented completion of the work. Written authorization for an extension must be received by the Registrar's Office before the "I" to "F I" grade deadline to maintain the "I" until the end of the term. Please note that extensions may not be granted to candidates for graduation. For more details, please send an e-mail message to grades@ohio.edu or call 740-593-4199.

See the Undergraduate Academic Catalog for details at http://www.catalogs.ohio.edu.