



OHIO
UNIVERSITY

Office of the University Registrar

Email Announcement

Date: January 11, 2013
To: Students Enrolled Fall Semester 2012-13 who have a Grade of Incomplete
From: OHIO Registrar – Grades
Subject: Incomplete Grade Lapse Warning

Dear Student:

According to your student record, the class(es) listed below have a grade of incomplete (I) and will convert to a failing grade (F) on 01/25/2013 unless your instructor assigns a letter grade by submitting a Special Grade Report to the Office of the University Registrar, before the conversion date above.

Term	Fall 12-13
Class Id	XXXX 1234 100
Class Number	12345
Grade	I
Class Title	Class Title Here
Credit Hours	1
Instructor	Doe, John
Name	
E-mail	
Address	
Phone	

We suggest you contact the instructor(s) of the class(es) listed to complete any remaining requirements. Should no e-mail address appear for an instructor, please see the [Ohio University eDirectory](#) for contact information. If you have other grading questions, please send an e-mail message to grades@ohio.edu or call 740-593-4199.