

REQUEST FOR INCOMPLETE IN THE DEPARTMENT OF STATISTICS

Please read the following before requesting an incomplete.

A grade of I (incomplete) may be requested if (i) a course requirement has not been completed for reasons acceptable to the instructor, and (ii) the rest of the academic work is passing. The request, along with all required documentation (see below), must be received in the Statistics office before 4 p.m. on Friday of Week 10. The instructor will review the request and provide a decision as soon as possible, usually within two days of submission. The petitioner is responsible for contacting the Statistics Department office (541 737-3366) to obtain the results.

A grade of I is appropriate when a course requirement has not been completed due to circumstances beyond the control of the student. For medical problems that prohibited the student from fulfilling a requirement of the course, a note from a doctor is required. For other circumstances, supporting evidence, such as a note from an advisor, will be helpful to the petitioner's case.

If necessary documentation cannot be supplied before the end of the quarter, the student may request that the instructor's decision be delayed. The instructor then has the following options: (1) deny the incomplete request outright; (2) leave the student's grade blank; or (3) assign an I. Options 2 and 3 are conditional on the documentation being provided within a reasonable period. If the documentation is not supplied or it proves unsatisfactory, the instructor will change the grade to whatever the student would have earned based on the completed work.

The following is a list of reasons that are *not* acceptable:

- The course proved to be more time-consuming or difficult than expected.
- Work in other courses ended up taking too much time.
- Time conflicts prohibited contact with the instructor or TA's during office hours.
- The self-paced or lecture format of the course was unsuitable to the student.
- The student misunderstood the requirements or grading schemes of the course.
- The student wishes to avoid a low grade.
- The student wishes to retake the course at a later date.
- The student was not aware that he/she was registered in the course.

If your reason falls into any of the above categories, stop here. Otherwise, fill out the form on the next page and return it, along with any required documentation, to the Statistics office (44 Kidder) as soon as possible, but no later than 4 p.m. on Friday of Week 10.

Name _____ Phone _____ Date _____
I.D. Number _____ Email _____ Course _____
Quarter _____ Instructor _____ CRN _____

Which requirement of the course needs additional time for completion?

Date by which work will be completed: _____

In the space below, please explain the reason for your incomplete request.

Instructor's decision: approve _____ do not approve _____ Date: _____