



KELLEY SCHOOL OF BUSINESS

INDIANA UNIVERSITY

Kelley Direct Programs

REQUEST FOR INCOMPLETE AFTER REFUND PERIOD

While the policies of Kelley Direct and Indiana University require students to pay 100 percent of tuition and fees for any course(s) dropped in the fourth week of class or thereafter, Kelley Direct acknowledges there may be special circumstances warranting an incomplete rather than a withdrawal. Students interested in this option should speak with their Kelley Direct academic advisor for further direction, if needed.

When requesting an incomplete, the faculty member must always approve the incomplete, and the student must always take the responsibility for completing the incomplete. Students have one year from when the course started to complete an incomplete. Incompletes automatically change to an F after one calendar year. If an incomplete changes to an F, the F grade will always appear on a student's official transcript.

NOTE: Incompletes in certain courses and/or more than two incompletes may limit a student's ability to register for courses until the incompletes are completed.

Incompletes may be completed in one of two ways:

1. The student works with the faculty member to finish the outstanding assignments, projects, quizzes, or exams. If a student chooses this option, a student has completed at least 75 percent of the course and has worked out with the instructor how the outstanding 25 percent will be completed (**supporting documentation, i.e. email, must be included**).
2. The student retakes the course in its entirety. When a student chooses this option, the student must work with their Kelley Direct academic advisor to determine when the course is offered again within a calendar year (12-month period). An **explanation, in 300 words or less, as to why this incomplete is necessary, must be included** when choosing this option. At no time will a course be offered just to satisfy a student's need to complete an incomplete.

To request an incomplete after the refund period:

1. Talk with your faculty member(s) about taking an incomplete and your plans for how to complete the incomplete.
2. If your faculty member(s) agree to the incomplete, complete and route this form with supporting documentation and/or explanation to the faculty member(s) for him/her/them to sign. Prior to routing to the faculty member(s), check the method above indicating how the incomplete will be completed.
3. Faculty member sends approved, completed form and supporting documentation to kdirect@indiana.edu.

By signing this form, you agree you have been informed that completing the course(s) noted below are your responsibility, and you understand you have one calendar year (12 months from when the course was offered) to complete the incomplete.

Name (first and last)

Email address

University ID Number (i.e. 000XXXXXXX)

Course(s) for which an incomplete is being requested

Student's electronic signature

Faculty member's electronic signature:

Return completed form and supporting documentation (if required) to kdirect@indiana.edu.

Office use only: Received request:

Routed request

To

By