

Effective: October 1997

Academic Policy: Undergraduate Studies INCOMPLETE GRADES

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An Incomplete (I) grade is used to denote course work that is unfinished due to circumstances beyond a student's control, such as personal illness, accident, or death in the family. An incomplete (I) grade is not an alternate to a grade of (F). It is a privilege granted by the instructor because of circumstances, not a right to be expected by the student. A student may request that the course instructor assign an incomplete grade. The instructor may assign an incomplete (I) grade only if the student is passing the course and can complete the remaining requirements without attending additional classes. Failure of a student to complete final assessment(s) without prior arrangement with the instructor or a legitimate excuse is not a justification for a grade of (I). If class attendance is required to complete course requirements, the instructor must issue a final grade.

An incomplete grade issued to a student on academic probation will not prevent or delay academic action for dismissal. A student's cumulative grade point average will be calculated based on all completed course work.

The course instructor is expected to communicate with the student prior to assigning an incomplete (I) grade. This communication should include the instructors' expectations for incomplete or missed work and an articulated due date which must fall on or before the 10th week of the following regular semester (Fall or Spring). Faculty have the prerogative to establish earlier deadlines for the student to complete the work for a letter grade.

If one of the following actions has not occurred by the end of the 10th week, the grade of I will be converted to an F:

- The instructor submits a final grade on the change of grade form.
- The instructor recommends an extension with the approval of the department Chairperson and the appropriate Dean.

A faculty member may petition their Dean for a retroactive administrative withdrawal (W) from a course in which an incomplete grade cannot be resolved due to extraordinary circumstances, e.g., disability or death of the student or faculty. If the petition is approved, the Dean will notify the Registrar to record an administrative withdrawal for the course.

Students will not be graduated with unresolved incomplete grades that were recorded in Spring 2005 or thereafter. Degree candidates are notified of the outstanding degree requirements. The degree is not conferred until all requirements have been met.

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