

Policy on Incomplete Grades

Introduction

When, on occasion, circumstances arise that preclude a student's ability to complete a course, a grade of Incomplete may be appropriate. Such circumstances must meet the criteria of serious and compelling and occur late in the semester. Before opting to request a grade of Incomplete (*I*), students must weigh their ability to successfully complete the course with limited guidance from the instructor of record. The *I* grade must not be used as a tool to simply forestall the award of a failing grade in a class. Students who want to start a course fresh, attend instructional meetings in a future semester, and replace all grades earned on work to date should withdraw from the course rather than request an Incomplete. This is not an option if the deadline for withdrawal for a serious and compelling reason has passed.

Requirements for the Incomplete Grade

The grade of *I* is only appropriate when the student requesting it has completed a minimum of two-thirds of the work for the course with a passing grade. The instructor of record retains the right to decide whether or not an *I* grade is appropriate. If a student wishes to challenge the instructor of record's denial of an *I* grade, the student may petition the grade under APM 242. The *I* grade must be completed within one calendar year following the end of the term during which it was assigned, or it shall lapse into an *IC* (equivalent to an *F*) or an *NC* grade. Students cannot enroll again until a final grade has been earned in the course.

The instructor of record should be the person who removes the *I* for a grade of *A*, *B*, *C*, *D*, *F*, *CR*, or *NC*. If the instructor of record is not active during a semester the student wishes to complete the work remaining in a course in which the student earned an *I*, the department chair or designee shall receive the student records, evaluate the work remaining to be completed by the student, assign a final grade for the course, and officially notify the original instructor of record of actions completed.

The student is responsible for initiating the Incomplete Grade Report Form, which the instructor of record shall route upon completion to the department chair.

While the *I* grade must be completed within one calendar year before it lapses into an *IC* or an *NC* grade, a short term extension of the one year time limit may be granted by petition for reasons such as serious health or personal problems. This policy is enforced whether or not the student maintains continuous enrollment. Approval by the instructor or department chairperson is required for the extension of time. The petition is available in the north lobby of Joyal Administration Building at Admissions, Records, and Evaluations and must be submitted no later than the last day of instruction of the term in which the grade must be made up.

Approved Academic Senate 12/5/2005

Approved by the President 1/3/2006

Incomplete Grade Report Form

In order for a student to be eligible for an I grade, the student must have completed at least two-thirds of the required coursework with a passing grade. Completion must have been prevented by unforeseen, fully justified reasons.

A student receiving an incomplete must confer with the instructor about the academic work that needs to be completed. Normally, a student is expected to complete the remaining work during the following semester. The work **must** be completed within one calendar year of the last day of the semester in which the incomplete was received. If no work is submitted by that time an automatic grade of **IC (equivalent to an F)** will be awarded.

Once a final grade has been assigned, an undergraduate student may seek credit for the course by repeating the course, and filing for grade substitution with the admissions & records office. (see academic regulations, university catalog). Graduate students are not eligible for grade substitution.

The instructor shall complete Section 1 of this form at the time the incomplete is assigned, retaining the original and giving a copy to the student and department chair. When the work is completed and the final grade is assigned, the instructor shall complete Section 2 and submit the original to the registrar as the notice of the final grade, while retaining a copy and giving a copy to the student and department chair.