TITLE: **INCOMPLETE GRADE POLICY**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: **February 7, 2012**

All students who are officially enrolled in a course by the end of the semester must be assigned a final grade by the course instructor. A temporary (Incomplete or “I”) grade may be assigned at the discretion of the course instructor, provided the following conditions are met:

- The student cannot continue to fulfill the course requirements due to unforeseeable conditions and/or justifiable reasons;

- The student is passing the course at the time that he/she is no longer able to continue fulfilling the course requirements; and,

- The student has completed the majority of the course requirements at the time he/she has informed the instructor of his/her inability to continue to fulfill the course requirements.

Exceptions to these conditions may be made in consultation with the department chair.

The course instructor is expected to discuss with the student before issuing the “I” grade a plan for the student to fulfill the remaining course requirements and to ensure the student understands what is expected of him/her and by what date it is expected. The “I” grade may be made up no later than one major semester (Fall/Spring) following the end of the semester (Fall/Spring/Summer) for which the grade was assigned.

If the instructor agrees to issue an “I” grade, he/she must submit a completed Request for Incomplete Grade form to the Registrar’s Office in addition to submitting the grade through the end-of-semester grading process. The Request for Incomplete Grade form must document remaining course requirements that the student must fulfill to receive a permanent grade and must be signed by both the instructor and student. If the student is unable to sign the form due to extenuating circumstances, some form of written documentation (e.g., email or letter with student signature) must be attached to the Request for Incomplete Grade form signed by the instructor and submitted to the Registrar’s Office.

The course instructor must submit the student’s permanent grade to the Registrar’s Office by the end of the next major (Fall/Spring) semester following the end of the semester for which the grade was assigned; otherwise, the grade will automatically revert to a failing grade (“F”).

PROCEDURES:

Requesting an Incomplete Grade Procedure for Students (to be developed)

Submission of an Incomplete Grade Procedure for Faculty (to be developed)