

INCOMPLETE GRADE

Procedure PR 717.04: Incomplete Grades

An incomplete "I" is a temporary grade that may be assigned to a student who is unable to complete all course requirements as scheduled in a class section. The request for an incomplete grade must be initiated by the student prior to the end date of the class. The student must be current on assignments and passing with a grade of C or better at the time an unforeseen, extenuating event occurs that prevents completion of the course requirements as scheduled.

A student's desire to avoid a low grade is not a legitimate reason to award an incomplete. An incomplete is intended to address unforeseen events beyond a student's control such as serious illness/injury, death in immediate family, or military deployment. It is not intended to provide a student with additional time to complete class requirements due to personal choices or poor time management. The student should be able to complete the outstanding course requirements with minimal assistance from the Faculty.

The maximum extension date cannot exceed 30 calendar days following the class end date. (Actual date can be earlier - just cannot exceed this date.)

Students with an Incomplete are ineligible for Dean's List honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

Process

1. Student Requests an Incomplete
 - a. The request must be provided in writing and should include supporting documentation if available and appropriate.
2. Faculty Reviews Request
 - a. The Faculty reviews the request to determine whether to deny the incomplete or recommend to the appropriate Associate Dean that the incomplete be granted. If the request is denied, the process is completed.
3. Faculty Completes and Submits the Incomplete Grade Plan Form
 - a. If recommending that an incomplete be issued, the Faculty must complete the Incomplete Grade Plan form outlining the outstanding course requirements and deadlines for completing.
 - b. These requirements and deadlines should be discussed with the student and requires a signature by both student and Faculty.
 - c. The Incomplete Grade Plan form and student request documentation are submitted to the Associate Dean.
4. Associate Dean Reviews Request
 - a. The Associate Dean will review the incomplete request and supporting documentation.
 - b. The Associate Dean will confer with the Faculty as needed to clarify information relevant to the request.
 - c. If appropriate, the Incomplete Grade Plan is returned to the student/Faculty at this point to resolve any missing information.
5. Associate Dean Approves/Denies Request
 - a. The Associate Dean documents the decision on the Incomplete Grade Plan and returns the form to the student, Faculty, and student records office.
 - b. The Registrar's Office will record the incomplete grade with extension date and retain the form as part of the student's education record.
 - c. If approved the Faculty and student work through the outstanding requirements. If denied the process is complete.
6. Student Completes Coursework
 - a. The student completes and submits all outstanding coursework by the assigned deadline for each.
 - b. Failure to meet any of the deadlines completes the incomplete grade in which a failing "F" grade is assigned.
7. Faculty Submits Grade Change Form
 - a. When all outstanding requirements are received and graded the Faculty submits a grade change form to the student records office for processing.
 - b. If the grade change is not submitted by the extension deadline recorded in the student information system the grade will automatically convert to a failing "F" grade.