POLICY UPDATE

Incomplete
(a) Clarify policy pertaining to Incomplete Grades.
   (i) Addition of wording to clarify that the student must have an overall passing grade, without the missing
   work factored in, to proceed with an Incomplete
   (ii) Need to address situations when a course only has two gradable assignments and the student has an “IF”
   going into the end of the semester (e.g. 50%/50% grading issues)?
   (iii) Suggestion to add Philosophy for why an “I” is ok – justification.
   (iv) Suggestion to drop from two semesters for completion to one semester
   (v) How many times may a change of grade be submitted?
(b) Updated policy to be included in the 2009-10 Catalog if revised and approved by fall 2008

Current Policy with draft revisions:

Incomplete (I)
Definition: A grade assigned when the semester’s work for a course is not done. This enables the student to finish the
requirements of the course after the semester is over.

An I grade indicates incomplete coursework and may be awarded to graduate students, at the discretion of the instructor,
only when a small portion (PERCENTAGE?) of the student’s work is incomplete and only when the student is otherwise
earning a passing grade (not including the zero for the missing work.) The course instructor and student must draft and sign
a contract that describes the work to be completed, the date it is due, and the grade earned (including the zero for the
incomplete portion.) See example below.

The instructor must file a copy of the contract in the department and the Graduate School before the date grades are due.
The instructor must not require students to either re-register for the course or audit the course in order to complete the I
grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until
the I grade is cleared.

An I grade not cleared within the next two successive academic semesters (including summer semester) will revert to the
grade noted on the contract. I grades are not computed in the GPA, but the grade noted on the contract will be computed in
the GPA, retroactive to the semester the course was taken in, if the contract is not fulfilled by the specified date. When the
final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to
Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified
for graduation with an I grade.

Example:
Fall Semester
• student has a “C” in the course, not including the grade for the missing assignment
• student and instructor complete the “I” grade contract, assigning an “IC” (Incomplete + C grade)

By the Deadline noted on the Contract
• student completes the work as agreed upon
• instructor submits a change of grade
• students ends up a “B” (or whatever grade ends up being)

Summer Semester
If the student does NOT complete the work within the two allowable semester the “I” drops off and the grade of
“C” remains. The GPA would then be updated for the previous fall semester

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Prepared by: Carol Hines-Cobb