
Procedure: Incomplete Grade	Reference No.: 3.10
Authority: Vice President for Academic Affairs	Cross Reference: Policy 1.1
Approved: October 26, 2011	
Revised:	

Purpose:

- The purpose of the Incomplete or I grade is to make it possible for a student who, because of unforeseen circumstances near the end of the semester or term, is not able to finish the work of a course within the parameters of the semester or term to finish that work and potentially earn credit for the course.
- The Incomplete or I grade is not intended to salvage a student who has persistently not done the work of the course, or done the work late, or done the work poorly.

Process:

- The Incomplete or I grade is initiated by the student. It may, however, be suggested by the faculty member. The student initiates the Incomplete or I grade by contacting the faculty member before the last class of the semester or term to seek the faculty member's approval of the Incomplete or I grade and to determine with the faculty member the work of the course the student must finish. Note: The faculty member is not obliged to approve the Incomplete or I grade.
- The faculty member files an Incomplete Grade Contract with the Office of the Registrar. On the contract, the faculty member delineates the work of the course the student must finish. The faculty member also stipulates an agreed-upon time limit that shall not exceed the last class day of the next major semester (Fall or Spring). The faculty member may, however, grant an extension for an additional semester by filing another Incomplete Grade Contract with the Office of the Registrar. Both the student and the faculty member must sign the contract.
- After the student has finished the work of the course, the faculty member submits a Notification of Grade Change form to the Office of the Registrar to remove the Incomplete or I grade and replace it with another grade. If the student does not finish the work of the course within the stipulated time limit, the faculty member directs the Registrar to record the appropriate grade. The appropriate grade may be an F (or a U), or it may be another grade reflecting the work the student finished during the course or during the Incomplete period.

- A faculty member submitting a change of grade from I to F (or U) or to another grade must adhere to the established grade change provisions specified on the Notification of Grade Change form.
- If the Registrar is not informed of a grade change by the faculty member, the Registrar will convert the I grade to an F (or U) at the end of the semester following the expiration of the contract (Fall or Spring).
- The Registrar will treat an I grade as an F or (U) in calculating academic progress.
- A student's academic standing may change as a consequence of the submission of a passing grade in place of an Incomplete or I grade no later than the last day of classes of the semester after the semester in which the Incomplete or I grade was approved. For example, if the student was academically dismissed at the end of the semester in which the Incomplete or I grade was approved, the dismissal may be rescinded if the Incomplete or I grade is converted to a passing grade no later than the last day of classes of the semester after the semester in which the Incomplete or I grade was approved.