



## **DIVISION of ACADEMIC AFFAIRS**

### **POLICY ON INCOMPLETE GRADES**

Students are expected to complete all requirements of a particular course during the semester in which they are registered. The grade of "I" (incomplete) is to be given only to students whose work in a course has been qualitatively satisfactory, and when because of illness, or other circumstances beyond their control, they have been unable to complete the requirements for the course. The student must request the Incomplete and the instructor is under no obligation to grant the student's request. In no case will the grade of "I" be recorded for a student who has not completed satisfactorily the major portion of the course work. In cases in which this grade is given, the student may not re-register for the course until the "I" is removed by completing work assigned by the instructor. Work must be completed by the date indicated on the Incomplete Grade Contract and the terminal grade must be submitted no later than end of the next term in which the student is registered. Otherwise, the "I" defaults to the Default Grade on the Incomplete Grade Contract.

Along with the recording of the incomplete grade, the instructor must also file a completed "Incomplete Grade Contract" with the Department Chairperson. This includes a written description of the work which must be completed, the deadline by which it must be completed and the default grade that will be assigned in the event the work is not completed. This form must be signed by the student, instructor and department chair

When a student receives the final grade, he or she may repeat the course, as per the University's Course Repeat Policy. The student's Department Chairperson and Dean may grant exception to the time period cited above on a written request by the student if circumstances warrant further delay. An "I" cannot be removed by earning "credit by examination."

In the computation of the cumulative grade point average, the course hours in which the grade of "I" is assigned are not included as hours attempted. When the grade of "I" is removed, the course hours are then included as hours attempted, and the Office of the Registrar makes an appropriate entry to adjust the cumulative grade point average.