



Incomplete Grade Removal Policy

Policy Title: Incomplete Grade Removal Policy

Policy Type: Administrative

Policy Number: #31-10 (2014)

Approved: 07/01/2015

Responsible Office: Office of the Registrar

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Students

POLICY STATEMENT

This policy is designed to provide students with an opportunity to complete course requirements for a course they could not complete during the active term. By giving the grade of incomplete, the student is able to complete the course requirements during an allotted period of time as recommended by the instructor. This prevents the student from having to re-register for a course.

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DEFINITIONS

Incomplete Grade: An incomplete grade may be given (at the discretion of the instructor) only if (1) the student is currently passing the course, (2) the student has completed at least 80% of the coursework, and (3) Both student and the instructor have agreed to the conditions of the incomplete grade contract

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs and Assistant Vice President for Enrollment Management officially interpret this policy and are responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Registrar.

STAKEHOLDER(S)

University Community: to include students, Office of the Registrar, Office of Financial Aid, and Student Accounts.

INCOMPLETE GRADE POLICY CONTENT

Students are expected to complete course requirements within the time frame prescribed by the instructor of the course. The new incomplete process only allows until the Friday prior to the 5th Week Advisory Grading Period, excluding summer for students to complete and submit missing course work. "I" grades not turned in will automatically convert to an "F" (Failure).. "I" grades not turned in will automatically convert to an "F" (Failure). The only exceptions are for internships, final projects, graduate students and eligible military personnel.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the Division's SharePoint site and/or website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 04/26/2021
- Approval by, date, President, 07/01/2015
- Revision History: Prior to 1998; 07/01/2016
- Supersedes: Policy #31-403

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no related forms associated with this policy.