**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.

Instructors are permitted to use the grade of Incomplete (I) when students are unable to complete course requirements as a result of illness or some other reason accepted by the instructor.

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions</td>
<td>1</td>
</tr>
<tr>
<td>Contacts</td>
<td>2</td>
</tr>
<tr>
<td>Stakeholder(s)</td>
<td>2</td>
</tr>
<tr>
<td>Incomplete Grade Policy Content</td>
<td>2</td>
</tr>
<tr>
<td>Publication</td>
<td>2</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Related Documents</td>
<td>3</td>
</tr>
<tr>
<td>Forms</td>
<td>3</td>
</tr>
</tbody>
</table>
DEFINITIONS

Incomplete Grade: An incomplete grade may be given (at the discretion of the instructor) when one or more of the following occurs: (1) the final examination is not taken, (2) laboratory work is incomplete, and/or (3) required term papers and/or reports are not submitted by the end of the term.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs and Assistant Vice President for Enrollment Management officially interprets this policy and is 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 before midterms for students to complete and submit missing course work. “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: 07/01/2016
- Approval by, date, President, 07/01/2015
- Revision History: Prior to 1998
- 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.