

# **POLICY ON GRADES OF "I" (INCOMPLETE)**

The grade of "I" (Incomplete) may be given to a student who for nonacademic reasons beyond his or her control is unable to meet the full requirements of a course. In order to qualify for an "I," a student must:

- a) have completed most of the major assignments of the course (generally all but one)  
**and**
- b) be passing the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course (including examinations) and wishes to receive an "I" for the course, it is the student's responsibility to inform the instructor in person or in writing of the reason.

The grade of "I" is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing an "I" are established by the instructor.

## **DEADLINES FOR REMOVAL OF "I"**

The period of time given a student to remove an "I" is established by the instructor, subject only to the maximum time limits set by the university. The university requires that the grade of "I" be removed by the end of the second academic term after the "I" is assigned (whether or not the student was enrolled during these two terms.)

The Office of the Registrar will assign a grade of "F" at the end of the second academic term unless the Office of the Registrar receives a final grade (for S/U grading, a U will be assigned). This final grade can be submitted electronically using the procedures specified by the department of the course. Instructors may or may not change this F/U to an authorized grade (i.e., e.g., A, B, C, D, S or WF, etc.) but may not change it back to an "I." *Instructors may not change an "I" to a "W" unless a Hardship Withdrawal is awarded.* In exceptional cases, departments may authorize students to have an "I" grade for more than two semesters, which must be approved by the department chair. Authorization to extend the "I" beyond two semesters must be renewed each semester. Students need not be enrolled to complete assignments for a course in which an "I" has been assigned. Auditing or retaking the same course will not remove an incomplete. No student may graduate with an incomplete grade.

## **INSTRUCTIONS**

This form must be completed by the instructor upon the assignment of an incomplete grade in a course. If possible, the student should sign the form; otherwise, a copy will be sent to the student by the Department/College.

### **Please type or print**

Student's Name \_\_\_\_\_ Panther # \_\_\_\_\_

Course prefix and No. \_\_\_\_\_ CRN \_\_\_\_\_ Term/Year taken \_\_\_\_\_

Instructor's name \_\_\_\_\_ Date by which "I" must be removed \_\_\_\_\_

Nonacademic reason for assignment of "I" \_\_\_\_\_

Student action required to complete course requirement: (NOTE: auditing or retaking the course will not remove an "I")

Student has been notified \_\_\_\_\_ Date: \_\_\_\_\_

-or-

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Instructor

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director