

Subject: Incomplete
Policy Number: I10
Date: April 25, 2003
Reviewed:

POLICY:

I, *Incomplete*, is assigned at the discretion of the instructor, when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of **I** is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time.

PROCEDURE:

If an instructor assigns an **I** for appropriate reasons as deemed by University policy, the student will have up to 12 months in which to complete the work before a permanent grade is recorded. Students who will be completing courses in which they received an **I** grade should not re-register for the course in another term. An assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the **I** and conditions for make-up. A grade of **I** is computed as an **F** in calculating Grade Point Averages for undergraduate students. After 12 months, an **I** which has not been made up, is changed permanently to a grade of **F** (or to the previously assigned back-up grade).