

Subject: Incomplete Grades (Graduate Students)

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POLICY

The grade of I (incomplete) is a temporary grade assigned at the discretion of the instructor when, in the instructor's judgment, a student is prevented from completing a portion of the assigned work in a course because of an illness, accident, verified disability, family emergency, or some other unforeseen circumstance. The student should notify the instructor without delay and request an extension of time to complete the course work, but the request for a grade of incomplete must be made to the instructor before the end of the term. The instructor will determine, according to the nature of the circumstance and the uncompleted requirements, how much additional time, up to 12 months, will be allowed for completing the work before a permanent grade is assigned. An Assignment of Incomplete Grade form is completed by the instructor as part of the usual grade submission process. The justification for the incomplete grade, conditions for make-up, a deadline for completion, and a back-up grade if the course work is not completed by the deadline should be communicated by faculty to the student via email with a copy to the Student Services Office for the student's file. Re-enrolling in a course will not make up or replace an incomplete grade and students should not re-register for the course. A grade of I is not computed in the calculation of a student's cumulative grade point average until the permanent grade is posted.

There is no automatic time period for completion of the work for which a grade of incomplete is given. The instructor should give the student a reasonable deadline, up to 12 months after the scheduled end of the course, to complete the work. After 12 months an I grade that has not been replaced with a permanent grade is changed permanently by the Office of the University Registrar to a grade of F or to the backup grade indicated by the faculty member on the Assignment of Incomplete Grade form. In the rare instance the instructor believes there is justification for an extension beyond the 12-month limit, a request for extension of incomplete time should be submitted to the dean of The Graduate School before the expiration of the 12-month period on the Extension of Incomplete Time Period Authorization form for approval. The Graduate School does not approve the make-up of I (incomplete) grades in courses which are already out-of-date for use on a student's program of study or grant extensions of time without sufficient justification and/or supporting documentation.

SLIS students should have no more than three outstanding Incompletes at any time. Students are ineligible to enroll following a semester where all grades received were an I. That time period should be used to complete the work and students will not be able to register again until the I's have been replaced with a letter grade. Students may not graduate from the MLIS program with a grade of I on their records, even if that course is not included on the Program of Study.