Incomplete Grade Policy Proposal

Current Policy

I - Incomplete: To be given by prior arrangement between the student and the instructor or in the case of a verifiable emergency situation. An incomplete must be removed by the student within twenty (20) class days of the next semester, or within one (1) year, if the student does not return to the University; otherwise, the grade is a failure and is so recorded. Any exception must be petitioned and approved by the Student Program and Admission Committee (petition forms in the Records and Registration Office). After one (1) year these grades may be discounted from the grade point average only when the courses are repeated. All "I" (Incomplete) grades must be removed before a degree will be conferred.

Proposed Policy

I - Incomplete: To be given by prior arrangement with the student and the instructor or in the case of a verifiable emergency situation. An incomplete must be removed by the student within twenty (20) class days resolved by the end of the next semester or within one (1) year, if the student does not return to the University; otherwise, the grade is a failure and is so recorded. Any exception must be petitioned and approved by the Student Program and Admission Committee (petition forms in the Records and Registration Office). After one (1) year these grades may be discounted from the grade point average only when the courses are repeated. All "I" (Incomplete) grades must be removed before a degree will be conferred.

Justification for proposed change:

This proposal would make it so all students' with an "I" grade have the same amount of time to complete the coursework regardless of whether they return the subsequent term or not. If we go with the one year option this would also allow for those faculty members who would like to allow an Incomplete Grade, but want the student to complete the work during the next term it is offered. This may assist with convincing faculty to utilize the appropriate "I" grade being the "IP" grade would not be appropriate for this situation.

Also, the way the policy is currently written requires the "I to F" process to be very manual in nature because of the two different timelines. As we know anytime a process becomes manual it not only takes more time, but also opens itself up to more errors.