



36.007: Incomplete Grade Removal Policy

Responsible Executive: Vice President of Academic Affairs
Responsible Office: Office of the Registrar
Related Policy:
Approved-On Date: Prior to 1998
Effective Date:
Revision Date:

Policy Statement

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.

Purpose

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.

Procedures

During the final grading period, instructors are to enter the grade of "I" for any student who has provided a reasonable explanation for being unable to complete the course during the term. The instructor will set a time limit, usually no later than mid-term of the next semester, for the removal of the "I". Students have a time limit of one year to remove the "I" or it will change to "F" (failure). It is the responsibility of the individual receiving the "I" to make arrangements with the instructor for the removal of the "I" grade. No student will be allowed to graduate with an "I" on the record.