

Incomplete Grade Regulation

Last Revised: September 6, 2017

I. SCOPE

This document establishes regulations regarding submitting and resolving an Incomplete (I) for a class. Any exceptions to this regulation must be approved by the Office of the Provost and posted in the University Catalog.

II. REGULATION

An instructor may assign an Incomplete (I) grade when a student has unfinished course work for a class. The assignment of an incomplete grade is appropriate if the student:

- has been making satisfactory progress in the course;
- has been active in the course; and
- is able to independently complete the remaining requirements without attending additional classes beyond the term or receiving additional instruction.

At the time that an I grade is submitted, the instructor will also submit a lapse grade reflecting the grade earned based upon the work completed by the student to that point, a description of the outstanding work to be completed, and an agreed upon deadline for completion. The completion deadline should take into account the work to be completed and any other mitigating factors, and it must be no longer than one year beyond the end of the term in which the class was taken. Extensions may be requested through the Dean's or Campus President's Office of the course when completion within one year is not possible (e.g., clinical or internship placements persisting more than one year or when a student takes time away from their studies).

Once the work has been completed, the instructor must submit a grade change to assign a final grade. If the work is not completed and a final grade is not submitted by the deadline, the incomplete will automatically be replaced by the lapse grade. A student may not graduate with an unresolved incomplete on their record, though in rare cases, exceptions can be made through the Dean's or Campus President's Office of the unit offering the course. Thus, an I grade that is unresolved at the point of degree completion will be updated to the lapse grade.