



ADMINISTRATIVE POLICY - #03-10-04 (2018)
INCOMPLETE GRADE AWARDING AND REMOVAL POLICY

Policy Title: Incomplete Grade Awarding and Removal Policy

Policy Type: Administrative

Policy Number: ADM Policy #03-10-04 (2018)

Approval Date: 08/28/2018

Responsible Office: Office of the Registrar

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Students

POLICY STATEMENT

Incomplete Grade Awarding and Removal Policy

Students are expected to complete course requirements within the time frame prescribed by the instructor of the course. The Incomplete "I" grade is administered to the student who has completed a minimum of seventy-five percent (75%) of the course and has satisfied the attendance requirements set by the College; however, because of extenuating or extraordinary circumstances, he/she has failed to perform a requirement. A request form must be approved by the dean and the Provost/Vice President for Academic Affairs before an incomplete grade is promised and awarded.

The form contains the conditions and deadline for removal of the "I" grade and the date for its automatic transformation to the earned grade including missed assignments if the conditions for a final grade are not met. The only exceptions are for eligible military personnel who are on leave performing military duties in support of civil authorities in the protection of life and property or who perform full-time military service as a result of a call or order to active duty in support of a contingency operation. Those students, if provided a grade of Incomplete, must complete required work within two months of returning from their call or order to active duty.

To submit a grade of "I":

- A copy of all grades received by the student
- Detailed submission of missing assignment(s) & rubric/criteria submitted to the

- departmental chairperson
- Copy of attendance records for the student evidencing attendance policy met
- Completion of the Incomplete Grade form

TABLE OF CONTENTS	PAGE NUMBER
Definitions	2
Contacts	2
Stakeholder(s) (For Administrative Policy).....	2
(Title: Policy Contents).....	3
Publication	3
Review Schedule.....	3
Related Documents	3
Forms	3

DEFINITIONS

Word/Term:

Incomplete Grade: Students are expected to complete course requirements within the time frame prescribed by the instructor of the course. The Incomplete “I” grade is administered to the student who has completed a minimum of seventy-five percent (75%) of the course and has satisfied the attendance requirements set by the College; however, because of extenuating or extraordinary circumstances, he/she has failed to perform a requirement. A request form must be approved by the dean and the Provost/Vice President for Academic Affairs before an incomplete grade is promised and awarded.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs and the Office of the Registrar officially interpret this policy. The Office of the Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-04 (2018). Questions regarding this policy should be directed to the Provost and Vice President for Academic Affairs.

STAKEHOLDER(S)

University Community: to include students, faculty, Office of the Registrar, Office of Financial Aid, and Student Accounts.

TITLE: POLICY CONTENTS PUBLICATION

This policy shall be widely published and distributed to the University community to ensure publication and distribution thereof; the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate audiences on the policy's content; as necessary
- Educated and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 08/28/2023
- Approval by, date: Executive Cabinet, 08/28/2018
- Revision History: MM/DD/YYYY
- Supersedes:

RELATED DOCUMENTS

There are no related documents for the policy.

FORMS

The only form associated with this policy is the Request for an Incomplete Grade form which is located in the Office of the Registrar and can also be obtained on their web page.