

**Proposed Incomplete Grade Policies**  
**Council on Graduate Studies and Council on Academic Affairs**  
**March 24, 2003**

**Proposed Incomplete Grade Policy for Both Undergraduate and Graduate Students.**  
**Italicized words appearing in parenthesis would appear only in the Graduate Catalog.**

**Incomplete for Courses Earning Letter Grades**

The grade "I" or "incomplete" for (*graduate*) courses in which letter grades are earned is given only by the course instructor when, because of illness or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. Procedures for assigning and removing incomplete grades are outlined below.

- **Assignment of Incomplete and Default Grades:** Instructors who assign a grade of "I" are required to submit the Assignment of Incomplete/Alternate Grade Form to the Records Office. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default if the instructor fails to provide a default. The instructor also completes Step 1 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair (*or graduate coordinator*).
- **Submission of a Completion Plan:** The instructor and student complete Step 2 of the Assignment and Removal of Incomplete Grade Procedures Form and develop a Completion Plan. Copies should be submitted to the program chair (*or graduate coordinator*) by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- **Decision on Completion of the Required Course Work:** Students receiving a grade of "I" should execute the completion plan by the Last Class Day published in the Class Schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes Step 3 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair (*or coordinator*). If the work is successfully completed, the instructor also submits a Grade Correction Form to the Records Office no later than four days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued. (*Graduate students admitted on or after the Fall of 2003 may not be certified for degree completion if any grades of "I" remain on the transcript.*)

**Assigning and Removing Incomplete Grade  
Procedures  
Council on Academic Affairs  
Council on Graduate Studies  
Draft March 24, 2003**

This document outlines the procedures for assigning and removing an incomplete grade. As each step is completed a copy of this document along with the plan for completing the required course work is submitted to the program chair (*or graduate coordinator*). Refer to the (*Graduate*) Catalog for a description of the policies related to assigning an incomplete grade.

**Step 1: Assignment of Incomplete and Default Grade.**

The instructor completes this section and submits the Assignment of Incomplete/Alternate Grade Form to the Records Office.

Student Name:

Course & Section Number:

Instructor:

Term and Year Incomplete Assigned:

Reason for Incomplete:

Default Grade:

Date the Default Grade was submitted to the Records Office:

Date the Student was notified of the Default Grade:

Date the Chair (*or Coordinator*) was notified of the Incomplete and Default Grade:

**Step 2: Submission of a Completion Plan.**

The instructor and student complete this section and develop a Completion Plan that describes how the course requirements will be met and provides a timeline for completing the work. The deadline for submitting the plan is mid-term of the next term the student is in residence or no later than mid-term of one calendar year from the end of the term in which the grade of "I" was received.

Date the Completion Plan was approved by Instructor:

Date the Completion Plan was submitted to Chair (*or Coordinator*):

**Step 3: Decision on Completion of Required Course Work.**

The instructor decision regarding successful completion of the course requirements is recorded in this section. If the work is successfully completed, the instructor also submits the Grade Correction Form to the Records Office. The deadline for completion of the course requirements is the Last Class Day published in the Class Schedule of the next term the student is in residence or no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received.

\_\_\_\_\_ Incomplete Work was Successfully Completed by the Deadline

\_\_\_\_\_ Incomplete Work was not successfully completed by the Deadline

Date the Grade Correction Form was submitted to Records Office:

Date the Chair (*or Coordinator*) was notified of the Decision:

Additional Comments: