

ACADEMIC ADVISING

When and How is the Grade of “I” (Incomplete) Given?

1. What is an Incomplete Grade?

This is the grade for a student who has a temporary problem that does not allow him or her to complete the work in a course before the end of the semester, but who will be able to complete this work soon after the start of next semester.

2. When is it Appropriate?

When the student cannot complete the work by the end of finals period due to circumstances beyond the student’s control (such as a medical or family emergency that can be verified). The Academic Advising office consults with the faculty member, Health Services, or Counseling Services about whether a situation is an appropriate one for an “I”. The “I” grade in general is used when a student has been completing work throughout the semester, but due to circumstances beyond his or her control, cannot complete the work remaining at the end of the semester.

If a student cannot complete work by the time of the final examination but can complete it by the final day for submission of grades, then a grade of “NG” may be submitted to be replaced by a final grade after the student completes the work. This is an extension of the final grade. Please use this option sparingly. It is a burden upon the Registrar’s Office. If the work is not completed by the end of the period for submitting grades (and a grade of Incomplete is not authorized), then a grade must be submitted for the work that has been completed.

3. How Long Does a Student Have to Complete the Work?

This is worked out between the student and the faculty member. If no earlier deadline is specified, the faculty has established that the **work must be completed no later than two weeks after the beginning of the next semester**. The deadline for completion of the work is stated in the letter to the student authorizing the grade “I”. The faculty must submit the final grade to the Registrar within two weeks of the deadline for completion of the work. If the remaining work is not submitted by the deadline, the faculty should submit whatever grade the student deserves based on work already completed.

4. How is it issued?

The Faculty member must agree that the student can complete the work within the time period for the grade. Approval to issue an “I” must be given by the Academic Advising office upon agreement of both the student and the faculty member to the terms of an “I” grade. A student desiring a grade of “I” should consult the faculty member first and then the Academic Advising Office. Faculty members should contact the Academic Advising Office about requests for an “I” grade. Verification of a medical or family emergency is required.

5. When is the Final Grade in the Course Determined?

The Faculty member submits a final grade after the work is completed or after the deadline for completion has passed without the work being completed. If faculty wish to extend the deadline for completion of the work, they should consult the Academic Advising office. Verification of a continuing medical or family emergency situation will be required.