INCOMPLETE (I) GRADES REVERTING TO F GRADES

POLICY NUMBER: ACAD-ITOFGRADES
POLICY TYPE: ADMISSIONS & ACADEMIC POLICY COMMITTEE/GRADUATE COUNCIL
RESPONSIBLE OFFICIAL TITLE: PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS
RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
EFFECTIVE DATE: UPON APPROVAL – JUNE 5, 2015
NEXT REVIEW DATE: LAST REVIEW DATE PLUS FOUR (4) YEARS – 11/17/2026

I. POLICY STATEMENT

An Incomplete (I) grade may be assigned when part of the work in a course remains incomplete.

- An Incomplete (I) grade is given only at the student’s request and when there is a reasonable possibility that a passing grade will result from completion of the work.
- The student and faculty member will mutually set a deadline for completion of the work.
- The faculty member will file a grade change when the work is completed.
- If the coursework is not completed by the last day of the subsequent spring or fall semester, the Incomplete (I) grade will revert to an F.
- The appropriate dean may grant a semester extension of an Incomplete (I) grade due to unforeseen family or medical circumstances and will notify the University Registrar of such action.
- Under no circumstances will more than one extension be granted for an Incomplete (I) grade.

II. ENTITIES AFFECTED

Students, academic units, Office of the University Registrar

III. EXCEPTIONS

Students can submit documentation related to medical or family emergencies to their Dean’s office.

REVISION HISTORY

<table>
<thead>
<tr>
<th>REVISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
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<tbody>
<tr>
<td>AAPC Review: Name change/editing/formatting</td>
<td>November 17, 2022</td>
</tr>
<tr>
<td>New policy – “I to F Grades”</td>
<td>June 5, 2015</td>
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Admissions and Academic Policies Committee
Approval Documentation

Policy (Attached):  I to F Grade

See attached policy.

Date of Committee Approval:  February 23, 2015

Approvals:

Committee Chair  J. Patrick Moynahan  Date:  2/23/15

Provost  Sue Ott Rowlands  Date:  6/5/15

Implementation Responsibility:  Registrar

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              Department Chairs

original
Hand-delivered
to Provost 6-19-15
AGAIN 6-19-15