

G-30-12 Grades

Current Policy Language:

Incomplete (I). An Incomplete/I grade is assigned when a student successfully completes approximately 75 percent of course requirements, but for reasons acceptable to the instructor, the student is not able to complete remaining requirements during the given term. An "I" grade is not a substitution for a failing grade, but indicates that there is a reasonable expectation that the student will pass the course.

Students must complete the remaining requirements within one quarter after the end of the original course (summer term excluded) unless the instructor designates a later completion date. If no grade is submitted, it is assumed the student did not complete the requirements and the "I" grade will convert to an "F".

An incomplete grade will not count towards academic warning, but it may affect Financial Aid and Satisfactory Academic Progress.

Proposed Policy Language (DRAFT):

Incomplete grades are assigned at the discretion of the instructor when non-academic extenuating circumstances prevented a student from completing, but there is a reasonable expectation that the student can successfully complete the course. An incomplete is not a substitution for a failing grade. A contract detailing the conditions for completion of work is required and must be completed prior to the end of the term.

The default deadline for incomplete work to be submitted is automatically set to the end of the following term (excluding summer). If the requirements of the contract have been met, the instructor will assign the appropriate grade; if the requirements of the contract are not fulfilled by the deadline, the "I" grade will convert to a "F" or "NP" (based on the course setup). The instructor may extend the incomplete up to four terms following the original term of enrollment.

An incomplete grade will not count towards academic warning, but may affect Satisfactory Academic Progress and financial aid eligibility.