



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-121, INCOMPLETE GRADE

Covered Individuals: All Students

Covered Locations: All Locations

Effective Date: 12/20/2022

Strategic Priority: SP1.1.b

HLC: Criterion 3.D.3

Consultations: VPASA, Academic Deans, VPETF, Director of FA, Faculty (Academic Affairs Committee) Registrar

POLICY STATEMENT

A student may request a grade of incomplete (I) be given by the instructor due to extenuating circumstances (i.e., illness, injury, death in family, personal crisis, military deployment) that have prevented the student from completing coursework.

PURPOSE

To define the circumstances and process for awarding an incomplete grade and outlining the academic and financial consequences of such grade.

DEFINITIONS

Incomplete Grade (I): A temporary grade assigned by the instructor that will be changed to a letter grade of A-F by the end of the following session (center or online courses) or semester (Fayette Campus and semester-long courses). An “I” may be posted to a self-paced course for as long as four months.

POLICY IMPLEMENTATION

A student must request an incomplete (I) grade be granted by an instructor prior to 11:59 PM CT of the last day of the session/semester (Thursday). A grade of “I” is temporary and exceptional. A student is eligible for a grade of incomplete when they have met the following:

- Completed 62.5% of the total coursework requirements (Completed coursework through Week 5 of an 8-week session or Week 10 of a 16-week session)
- Satisfactory attendance in the course through the point of extenuating circumstance
- Completed assigned coursework to date with a “D” average or better for an undergraduate course or “C” average or better for a graduate course
- Encountered extenuating circumstances that have prevented the student from completing coursework on time

The instructor retains the right to make the final decision on granting a student’s request for an “I,” even though the student may meet the eligibility requirements for this grade.

An incomplete grade is not a substitute for a failing grade and cannot be awarded as a means of raising a student’s grade through the completion of additional coursework after the close of the

grading period. A student who does not meet the criteria for an incomplete grade must be awarded an appropriate grade based on the criteria of the course as outlined in the course syllabus.

Having an accommodation does not automatically permit a student be granted the request for an incomplete grade. If an individual has accessibility-related requirements, they must work with the instructor from the first day of class to determine deadlines for assignments within the registered session/semester.

If the extenuating circumstances are deemed acceptable by the instructor, the instructor will record a grade of “I” during the open grading period. The instructor will complete the Incomplete Grade Form outlining the outstanding assignments with adjusted due dates, default grade if the student fails to complete the outstanding assignments and the deadline for completion of all coursework. The incomplete form must be completed and signed by the instructor and the student to indicate a mutual understanding of the work to be completed and timelines for doing so. The instructor provides a copy of the completed form to the student. The Incomplete Grade Form should be forwarded to the appropriate designee by the instructor by the end of the week following the last day of the session/semester for the course.

The instructor will indicate a default grade on the Incomplete Grade Form should the student fail to complete the coursework by the deadline. The default grade is based on the work completed in relation to the total course requirements.

Example: A student has earned a “B” through the sixth week of the session, but requests an incomplete for the rest of the session. The remaining work would comprise 50% of the final grade. Without completing the remaining work, the earned grade would have been an “F.” The student consequently would have a grade of “F” recorded on their transcript.

Following submission of the outstanding coursework, the instructor will submit a Change of Grade form changing the “I” to a letter grade within two weeks of the agreed-upon deadline for completion. If the student does not meet the assigned deadline as designated on the Incomplete Grade form, the instructor will complete a Change of Grade form, changing the “I” to the earned grade. Upon receipt of the Grade Change form, the Registrar’s Office will post the grade to the student’s record and recalculate the GPA.

Students enrolled in a self-paced course are allowed to request one four-month extension at the end of the original six-month enrollment period if a minimum of one assignment has been received for grading, AND all course units and exams are not completed and submitted, OR a course withdrawal has not been initiated. The fee for a self-paced extension is \$99 per course. When an extension is granted, a grade of incomplete is posted to the transcript.

Incomplete grades count as attempted hours but are not counted as successfully completed hours and may impact Satisfactory Academic Progress (SAP). Refer to 200 Satisfactory Academic Progress for additional information regarding the impact of an incomplete grade on SAP compliance. A student will not receive financial aid for the following session/semester until all grades are entered and it has been determined that the student is eligible to receive funds.

Incomplete grades do not count as completed semester hours and may impact NCAA athletic eligibility.

Exceptions to the Incomplete Grade Criteria

A grade of incomplete may be awarded in the following instances, even if the student has not met the criteria for an incomplete grade:

- Internships: An incomplete grade may be awarded to a student registered for an internship course if the supervising instructor has not yet received the final evaluation from the Internship Supervisor.
- Faculty-Led Study Abroad Trips: For students registered for faculty-led study abroad trips where the travel occurs outside of the session/semester, students will receive an incomplete grade at the time of grade submission. Upon the completion of the travel experience and the submission of coursework related to the travel experience, a final grade will be issued. Students must meet the course requirements during the session/semester of registration in addition to the travel experience of the course.
- Split-semester Student Teaching: For students registered for student teaching placements split between the fall and spring semesters (16 semester hour course divided between semesters – 8 semester hours in each semester), a grade of incomplete will be awarded automatically after completion of the first placement in the fall semester. When the grade is posted for completion of the second placement, the same grade is posted manually by the Registrar’s Office for the first placement.

Extension of an Incomplete Grade

A request to extend the assigned deadline must be put in writing to the appropriate dean prior to the assigned deadline. The request must include appropriate documentation (i.e., military orders, medical notes) and a letter from the instructor supporting the extension. The dean will review the request and will notify the student of their decision to grant or deny the request within ten calendar days.

CUSTODIAN

Vice President for Academic and Student Affairs

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-121.A, Incomplete Grade Form

AA-121.B, Grade Change Form

AA-123, Course Withdrawal Policy

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-121	12-20-2022	New policy.