

UAR NUMBER: 108.01

TITLE: Incomplete Grade "I"

ORIGINATOR: Vice President for Academic Affairs

INITIAL ADOPTION: 04/03/1992

REVISION DATES:

PURPOSE: To establish regulations for granting an undergraduate student an incomplete grade, "I."

PROCEDURAL REFERENCES:

UAR - Grades

SCOPE (Who is covered by this UAR?): Undergraduate students.

DESCRIPTION:

The grade of "I" shall be used when, because of extenuating circumstances, the student cannot complete course requirements by the end of the term, but probably can do so if given an extension by one-half semester. If the course requirements are not completed by mid-term of the next semester, the "I" will be changed to a failing grade.

Time Schedule: The following time schedule represents the maximum time allowed to change an incomplete to a letter grade. A faculty member may choose to set an earlier deadline if the extent of the work to be completed does not require half a semester to complete. If the normally allotted time is shortened, the student must be notified in writing.

"I" grade received

1. End of fall semester
2. End of spring term
3. End of Summer I or II

Must be changed by

1. Mid-term of spring semester
2. Mid-term of fall semester
3. Mid-term of fall semester

Procedure: The faculty member must prepare and submit to the department chair a change of grade form five working days after the student's completed work is received. This means that the student must finish the course work at least five working days prior to the deadline date for the receipt of mid-term grades in the Office of the Registrar.

Effect on GPA: The grade "I" will be calculated as an "E" in computation of the grade point average for the current term.

Approved by: C. Nelson Grote

Date: 04/03/1992