



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

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 time allowed to change an incomplete to a letter grade.

"I" grade received	Must be changed by
1. End of fall semester	1. Mid-term of spring semester
2. End of winter session	2. Mid-term of spring semester
3. End of spring term	3. Mid-term of fall semester
4. End of any summer session	4. 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.

APPROVED BY:

VICE PRESIDENT:  DATE: 7/12/18

APPROPRIATE INSTITUTIONAL REVIEW:  DATE: 7/12/18

PRESIDENT:  DATE: 7/12/18