

# Grade of Incomplete Guidelines



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## *Issuing Office*

*Office of the Provost*

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## **I. Grade of Incomplete**

The grade of Incomplete (INC) is a limited privilege. The decision to honor a student request for a grade of Incomplete is solely at the discretion of the course instructor at the time the grade of incomplete is requested.

## **II. Guidelines**

A Grade of Incomplete (INC) is a discretionary decision. Guidelines to enable successful course completion are recommended. These guidelines are:

1. the student has successfully completed a significant amount of the required course work (typically between 70% depending on the level and content of the course) and in the estimation of the instructor, has a reasonable likelihood of completing the course material,
2. the student has maintained a passing grade of C or better for his/her completed material,
3. the instructor judges the student to have a legitimate reason to request an Incomplete grade,
4. the student and instructor enter into an Incomplete Contract.

Students are required to make up the outstanding course material within one year from the grade due date (preferably sooner). If a final grade is not submitted by the date established with the course instructor in the Incomplete Grade Contract described below, the INC grade will become a failing grade

(F) on the student's academic record; this grade will be reflected in the student's GPA and will be considered as the final grade without the possibility to change.

### **III. Incomplete Contract – Condition and Terms**

The conditions and terms for the completion of the course are at the discretion of the instructor and are to be mutually agreed upon by the instructor and the student; the student will develop a work plan to complete the outstanding coursework using the [Incomplete Grade Contract](#). The contract includes a deadline for completion that is within the one-year deadline as established in this policy, and stipulates that the student may not attend classes in future terms to complete the course or re-enroll into the course for which the incomplete is sought. The student and instructor must retain a mutually signed copy of the Incomplete Grade Contract, and a copy of the contract is to be maintained both by the department and The Office of the University Registrar. Upon completion of the contract, a grade of "INC" will be entered for a student at the time grades are submitted for the course. Work submitted before or at the contractually agreed upon deadline will be assessed by the course instructor, and the grade of "INC" will be changed to the earned grade for the course.