

Incomplete Grade of "I"

A grade of incomplete should be assigned infrequently. It should be used judiciously, in cases where the student provides evidence of extraordinary circumstances that prevent them from completing a limited amount of the necessary course work. The understanding is that the student has been granted an extension to complete the assigned work and that work constitutes a relatively small portion of the overall grade.

Incomplete grades are automatically converted to a grade of "F" approximately 4 weeks into the next semester, unless the faculty member teaching the course completes a change-of-grade form. This provides nearly two months past the end of the course for the student to complete the assignments.

Once the grade has been converted to an "F", the faculty member may have the grade changed, but s/he must file a change-of-grade form.

Grades may be changed by filing a change-of-grade form at any time, but if the request is filed more than one semester after the course has ended, the request must also be reviewed by the Office of Academic Affairs.