MEMORANDUM

TO: Zina Lawrence, Senate Chair
FROM: Havidán Rodríguez, President
DATE: January 14, 2020
SUBJECT: Senate Bill Approval

I am pleased to approve the following Senate Bill, which was recommended following approval by the University Senate at its meeting of December 18, 2019:

Senate Bill 1920-01:
PROPOSAL FOR MODIFICATIONS TO THE UNDERGRADUATE INCOMPLETE POLICY

Approved:

Havidán Rodríguez, President
UNIVERSITY SENATE
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

Introduced by: Undergraduate Academic Council.
The Office of the Registrar
The Office of the Vice President for Undergraduate Education

Date: November 20, 2019

Proposal for Modifications to the Undergraduate Incomplete Policy

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves the attached proposal as submitted by the Office of the Registrar and the Office of the Vice President for Undergraduate Education and approved by the Undergraduate Academic Council in April 2019.

2. That this takes effect for the Fall 2020 semester.

3. That this proposal be forwarded to President Havidán Rodríguez for approval.
Proposal to Modify the Undergraduate Incomplete Grade Policy

The suggested modifications to the undergraduate incomplete policy aim to better serve students, foster academic success, provide clear guidance to faculty, address challenges associated with incomplete grades, and align more with other SUNY institutions, as well as current and aspirational peers.

This proposal has two parts:

Part I:

Provide clearer faculty and student guidance on when it’s appropriate to issue/receive a grade of incomplete.

Part II:

Discontinue the practice of extending incompletes in undergraduate classes, as a significant portion of these result in failing grades either by instructor assignment or conversion to a failing grade due to lack of action on the part of the student. The proposal maintains the ability for instructors to request an extension, but does not encourage it as the norm. Additionally, it’s important to note that most of our UG students receive some form of financial assistance. Extending incomplete grades has a significant impact on a student’s ability to retain their financial aid. This in turn has an impact on student retention.

Financial Aid Impact:

Pursuit of Program

Incomplete grades must be changed to a standard passing or failing grade by the end of the subsequent term to have the credits count in pursuit of program. Extending an incomplete adversely affects a student’s ability to receive aid.

Federal Satisfactory Academic Progress

In determining Federal Satisfactory Academic Progress, credits for courses with grades of incomplete will count toward credits attempted but not count toward credits earned until the incomplete grade is changed to a passing grade.

Loss of Eligibility for Federal Awards

Students who are not making satisfactory academic progress will lose their eligibility for federal student aid. Students may appeal to the University if they feel there are special circumstances that affected their ability to make academic progress.

NYS Academic Progress and Pursuit of Programs – TAP and Excelsior, NYS Grants and Scholarships

Students who do not complete the minimum number of credits in a given semester are ineligible for New York State financial aid for the following term, or until additional credits are completed to reach the minimum level. Grades of incomplete (I) must be completed within one semester to have the credits counted toward pursuit of program.
Proposal to Modify the University at Albany Undergraduate Incomplete Grade Policy
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Proposal:

Modify the University at Albany Undergraduate Incomplete Grade Policy

The suggested modifications to this undergraduate incomplete policy aim to better serve students, foster academic success, provide clear guidance to faculty, address challenges associated with incomplete grades, and align more with other SUNY institutions, as well as current and aspirational peers.

UAlbany Current Undergraduate Incomplete Policy

I: Incomplete. No graduation credit. A temporary grade requested by the student and assigned by the instructor ONLY when the student has nearly completed the course requirements but because of circumstances beyond the student’s control, the work is not completed. The incomplete should only be assigned on the basis of an agreement between the instructor and the student specifying the work to be completed and establishing a general timeline in which the work will be completed. Incompletes may NOT be resolved by auditing or registering again for a subsequent offering of the course. The date for the completion of the work may not be longer than one month before the end of the semester following that in which the incomplete is received. Once the work is completed, the instructor assigns the appropriate academic grade.

The instructor may extend an incomplete for a maximum of one semester beyond the original deadline providing that the student has made contact with the instructor to request the extension. Additional extensions are NOT permitted.

Any grade of I existing after the stated deadline shall be automatically changed to E or U according to whether or not the student is enrolled for A–E or S/U grading. Except for extenuating circumstances approved by the Office of the Vice Provost for Undergraduate Education, these converted grades may not be later changed.

Challenges with current Undergraduate Incomplete Grades

- Assignment without student’s knowledge – incomplete grade converts to failing grade
- Assignment for student convenience or because a student simply fell behind on their work without an extenuating circumstance
- Prolonging the assignment of a failing grade
  - On average a third of all undergraduate incomplete grades become failing grades
    - Results in inaccurate calculation of academic standing
    - Results in repackaging of aid based on academic status
- The workload of new semester makes it difficult for students to complete the work associated with an I grade
• Ability to extend an incomplete does not encourage a student to complete the work in a timely fashion
• Undergraduate students cannot graduate with an incomplete
• Policy is not applied consistently in all classes

The proposed changes will also align the incomplete policy more closely with the Fall 2017 changes to the Grade Change policy.
University at Albany Proposed NEW Undergraduate Incomplete Policy

Bulletin Copy

Incomplete Grade Definition

A grade of I (incomplete) is a temporary grade requested by the student and assigned by the instructor when a student has been unable to complete a class for reasons considered to be extenuating and beyond the student's control. Incomplete grades do not count toward graduation.

Incomplete Grade Policy

A grade of I (incomplete) is a temporary grade assigned at the discretion of the instructor when a student has been unable to complete a class for reasons which are considered to be extenuating and beyond the student's control. These reasons must be documented at the time of the request. Incomplete grades do not count toward graduation.

Undergraduate students taking graduate level classes will be subject to the Graduate Incomplete Policy for the graduate class.

Incomplete grades should ONLY be assigned:

1. When a student makes a direct request to the instructor;
2. The student’s work to date is passing;
3. An illness or other extenuating circumstance prevents completion of required work by the due date;
4. Required work may reasonably be completed in an agreed-upon period (not to exceed the maximum allowable time for the completion of work as stated in the Timeline for Incomplete Grades), and does not require the student to re-take any portion of the class.

If all of the above four criteria are not met, the student should be graded according to the work completed for the class, even if this means recording a failing grade.

Students and instructors should be mindful that making up work can be extremely difficult given the workload of a new semester.

Incomplete grades should NOT be assigned:

- To students who do not make a direct request to the instructor
- As a substitute for a failing grade
- Where the student’s performance to date clearly indicates an inability to complete the class as defined in the original syllabus
- If the student did not attend or stopped attending
• As a means of allowing a student to raise their grade by completing additional work not assigned to other students
• If re-enrollment is required for successful completion of the class

Timeline for Incomplete Grades:

The maximum allowable time for the completion of work related to an incomplete is:

• Fall and Winter: convert to failing grades in April of the following Spring semester – dates and deadlines to be communicated by the Registrar’s office
• Spring and Summer: convert to failing grades in November of the following Fall semester – dates and deadlines to be communicated by the Registrar’s office

Dates and deadlines will be listed on the Academic Calendar and communicated by the Registrar’s Office.

Instructors may require that work be completed in advance of the deadline.

Questions about incomplete grades should be addressed to the instructor. If an incomplete grade is agreed upon, the instructor is responsible for entering the incomplete grade in the grade roster during final grading, as well as changing the grade to a final grade by the incomplete grade deadline. See Guidelines for Instructors for more information on entering and changing grades. If an instructor is no longer available, the chair of the department or dean of the school/college, in which the class was offered, is authorized to supervise completion of the work and to submit the appropriate grade change request.

Note (not for bulletin copy):

The proposed policy removes the ability to extend an incomplete. From original policy:

The instructor may extend an incomplete for a maximum of one semester beyond the original deadline providing that the student has made contact with the instructor to request the extension. Additional extensions are NOT permitted.

Now built in to Instructor Guidance:

If an exceptional circumstance requires extension of an incomplete, the instructor may make a request to the Office of Vice Provost for Undergraduate Education for one additional semester.
Proposed Implementation Timeline

- This proposed policy shall take effect with the start of the Fall 2020 semester and will apply to all undergraduate incompletes issued Fall 2020 thereafter

Student Guidance (REG webpage)

- Students must make a written request to the instructor by the last day of classes for the semester
- Students should not re-register for or attend the class in a subsequent semester while completing an incomplete
- Work related to an incomplete should be completed independently with guidance from the instructor if required
- Any incomplete grade existing after the stated deadline will be converted to a failing grade
- Incomplete grades can affect academic standing, federal/state financial aid eligibility, athletic eligibility, degree progress, etc.
- Students receiving financial aid should consult with the financial aid office to determine the impact before requesting an incomplete
- Students not enrolled in any additional coursework for the subsequent semester, who are only conducting work related to their incomplete, will not have access to campus services (e.g., library, computer rooms, bus services, blackboard, etc.)
- Undergraduate students will not be eligible to graduate if they have incomplete grades, even if the incomplete grades are not applicable toward the degree
- Except for extenuating circumstances approved by the Office of Vice Provost for Undergraduate Education, incomplete grades converted to a failing grade will not be converted back to an incomplete grade
- Requests to change converted grades are subject to the official Timeline for Grade Changes and the approval of the Vice Provost for Undergraduate Education

Instructor Guidance (REG webpage)

- Instructors should not advise students to re-register for the class while completing an incomplete
- Instructors should not allow students to attend the class in a subsequent semester to resolve an incomplete
- Instructors must maintain record of incomplete request for two years following the completion of the class
- Instructors should clearly articulate what work remains to be completed and establish an agreed upon timeline in writing. The timeline cannot exceed the deadline for completion of an incomplete
- To assign a final grade, an electronic Grade Change Request form is required no later than two weeks after the due date for incomplete work, as listed on the Academic Calendar
- Any incomplete grade existing after the stated deadline will be converted to a failing grade
- If an exceptional circumstance requires extension of an incomplete, the instructor may make a request to the Office of Vice Provost for Undergraduate Education for up to one additional semester
- Except for extenuating circumstances approved by the Office of Vice Provost for Undergraduate Education, incomplete grades converted to a failing grade will not be converted back to an incomplete grade
requests to change converted grades are subject to the official timeline for grade changes and the approval of the vice provost for undergraduate education
Appendix A

Incomplete Policies Reviewed

Current peers
- Binghamton University
- Georgia Institute of Technology
- Northern Illinois University
- Old Dominion University
- University of Colorado at Boulder
- University of Connecticut
- University of Hawaii at Manoa
- University of Houston at University Park
- University of Vermont
- University of Wisconsin at Milwaukee

Aspirational peers
- University at Buffalo
- Stony Brook University
- University of California at Irvine
- University of California at San Diego
- University of California at Santa Barbara
- University of Oregon
- University of Virginia
Appendix B

University at Albany Data

Grade Category Key

<table>
<thead>
<tr>
<th>Grade Category</th>
<th>Qualifying Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failing Grades</td>
<td>E, U or #U</td>
</tr>
<tr>
<td>Outstanding Grades</td>
<td>I</td>
</tr>
<tr>
<td>Not Passing but Not Failing</td>
<td>N, W, Z or Blank</td>
</tr>
</tbody>
</table>

Final Grade Distribution for Undergraduate Incomplete Grades Issued between 1/1/2010 to 4/9/2019

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Incomplete Grade Outcomes Distribution from 1/1/2010-4/9/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Passing</td>
</tr>
<tr>
<td>UGRD</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>7181</td>
</tr>
</tbody>
</table>
Final Grade Distribution for Undergraduate Incomplete Grades Issued between 1/1/2010 and 4/9/2019

Percent of Undergraduate Incompletes that Converted or Changed to Failing Grades (E, U or #U)

*Percentage of all undergraduate incomplete grades issued from 1/1/2010 to 4/9/2019
Final Grade Outcomes of Undergraduate Incomplete Grades that Received Extensions from Fall 2017, Spring 2018, and Summer 2018

<table>
<thead>
<tr>
<th>Type of Grade</th>
<th># of Grades</th>
<th>% of Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing Grades</td>
<td>94</td>
<td>50.00%</td>
</tr>
<tr>
<td>Failing Grades</td>
<td>59</td>
<td>31.38%</td>
</tr>
<tr>
<td>Outstanding</td>
<td>27</td>
<td>14.36%</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>5</td>
<td>2.66%</td>
</tr>
<tr>
<td>Retroactively Withdrawn</td>
<td>3</td>
<td>1.60%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>188</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

Final Grade Outcomes of Undergraduate Incomplete Grades that Received Extensions from Fall 2017, Spring 2018, & Summer 2018
Academic Action Distribution of Undergraduate Students who received an Incomplete Grade Extension that changed to a Failing Grade

<table>
<thead>
<tr>
<th>Last Academic Action</th>
<th># of students w/ final grade of E or U</th>
<th>% of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active in Program</td>
<td>16</td>
<td>29.09%</td>
</tr>
<tr>
<td>Readmit</td>
<td>2</td>
<td>3.64%</td>
</tr>
<tr>
<td>Completion of Program</td>
<td>4</td>
<td>7.27%</td>
</tr>
<tr>
<td>Discontinued</td>
<td>1</td>
<td>1.82%</td>
</tr>
<tr>
<td>Dismissal</td>
<td>13</td>
<td>23.64%</td>
</tr>
<tr>
<td>Administrative Withdrawal</td>
<td>19</td>
<td>34.55%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>55</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

Academic Action Distribution of Undergraduate Students who received an Incomplete Grade Extension that changed to a Failing Grade

![Bar chart showing the distribution of students across different academic actions and the number of students with final grade of E or U.](chart.png)
Percentage of Undergraduate Students Who Received Incomplete Grades Extensions that Changed to a Failing Grade and have a Recent Academic Action of: Discontinued, Dismissed or Administrative Withdrawal
Appendix C

SUNY Comparison Data

**Schools Reviewed include:**

SUNY Empire State College, Stony Brook University, Purchase College, SUNY Polytechnic Institute, SUNY Canton, Suffolk County Community College, Dutchess Community College, SUNY Orange, MVCC Mohawk Valley Community College, University at Buffalo, SUNY Cobleskill, Buffalo State, State University of New York Jefferson, Nassau Community College, SUNY Adirondack, Sullivan County Community College, Binghamton University, SUNY Cortland, ESF State University of New York College of Environmental Science and Forestry, Fredonia State University of New York, Geneseo, New Paltz State University of New York, Oswego State University of New York, State University of New York Plattsburgh, Potsdam State University of New York, Purchase College State University of New York, SUNY Oneonta, Delhi State University of New York, SUNY Old Westbury, The College at Brockport State University of New York, SUNY Schenectady County Community College

**SUNY Table 1**

**Incomplete Grade Deadline:**

<table>
<thead>
<tr>
<th>Deadline</th>
<th># of SUNY Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th week of the following Spring or Fall semester</td>
<td>2</td>
</tr>
<tr>
<td>16 weeks</td>
<td>1</td>
</tr>
<tr>
<td>20 calendar days</td>
<td>1</td>
</tr>
<tr>
<td>4 weeks</td>
<td>2</td>
</tr>
<tr>
<td>4th week of subsequent Fall or Spring semester</td>
<td>2</td>
</tr>
<tr>
<td>60 days from the end of the semester in which they took the course</td>
<td>2</td>
</tr>
<tr>
<td>6th week of the following semester</td>
<td>2</td>
</tr>
<tr>
<td>7th week of the following semester</td>
<td>1</td>
</tr>
<tr>
<td>Midpoint the following semester</td>
<td>2</td>
</tr>
<tr>
<td>One Academic Year</td>
<td>1</td>
</tr>
<tr>
<td>One Calendar Year</td>
<td>1</td>
</tr>
<tr>
<td>One Semester</td>
<td>12</td>
</tr>
<tr>
<td>Summer &amp; Spring - last week of Nov, Fall - last week of April</td>
<td>1</td>
</tr>
<tr>
<td>Two weeks after the first day of classes in the subsequent semester</td>
<td>1</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>
### SUNY Table 2

**Incomplete Grade Deadlines by Institution Type**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Community College</th>
<th>Technology College</th>
<th>University Center &amp; Doctoral Degree Granting Institution</th>
<th>University College</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th week of the following Spring or Fall semester</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 weeks</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 calendar days</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 weeks</td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th week of subsequent fall or spring semester</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 days from the end of the semester in which they took the course</td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th week of the following semester</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7th week of the following semester</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midpoint the following semester</td>
<td></td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>One academic year</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One calendar year</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One semester</td>
<td>5</td>
<td>6</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer &amp; Spring - last week of Nov, Fall - last week of April</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>two weeks after the first day of classes in the subsequent semester</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>9</strong></td>
<td><strong>3</strong></td>
<td><strong>5</strong></td>
<td><strong>14</strong></td>
<td><strong>31</strong></td>
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</tbody>
</table>

### SUNY Table 3

**Extensions Allowed:**

<table>
<thead>
<tr>
<th>Extensions Allowed?</th>
<th># of SUNY Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>no</td>
<td>19</td>
</tr>
<tr>
<td>yes</td>
<td>12</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>
## SUNY Table 4:

Extensions allowed by Institution Type

<table>
<thead>
<tr>
<th># of SUNY Institutions</th>
<th>Extensions Allowed?</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Community College</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Technology College</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>University Center &amp; Doctoral Degree Granting Institution</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>University College</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>19</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
Appendix D

Incomplete Policy Comparisons:

Current peers

Binghamton University

NSF and Incomplete Grades

NSF Grade

Students who have registered for but did not attend without completing the formal withdrawal process must be assigned a grade of NSF (Did Not Attend). The grade will appear as an F on the student's transcript, but this enables the University to distinguish between students who stopped participating in courses and those who did participate.

Faculty are urged to report early on students not in attendance to Academic Advising or the appropriate dean's office so that the student's whereabouts and circumstances may be ascertained.

Undergraduate

A notation of Incomplete, rather than a grade, may be reported by the instructor when a student has not been able to complete a course for what, in the instructor's judgment, is a compelling reason. The submission of an Incomplete means that a student has made a substantial commitment to the course, but some remainder of the work must still be accomplished before an evaluation may be made.

Students must determine with the instructor what work is necessary for completion of the course and when the work must be submitted.

Ordinarily all Incomplete notations must be replaced with grades by the end of the next semester, whether or not the student is in college. Incomplete notations change to an F grade at the end of the next semester unless an official extension has been filed with the Student Records Office. It is the student's responsibility to initiate a request for an extension, having reached agreement with the instructor for an alternate completion date. The appropriate form, Request for Extension of Incomplete Grade in an Undergraduate Course, may be obtained from the academic advising office of the college or school in which the student is enrolled.

Some departments and programs may have more restrictive policies regarding Incomplete grades, and students should make it a point to learn about their department's rules and expectations.

Form
Georgia Institute of Technology

Authoritative information regarding grades and grade point averages is published under Rules & Regulations V in the Catalog.

Catalog: Rules & Regulations V: Grades/Average

Authoritative information regarding deficiencies is published under Rules & Regulations VII in the Catalog.

Catalog: Rules & Regulations VII: Deficiencies

According to Rules & Regulations V, a student may be assigned a grade of "I" under the following circumstance:

The "I" grade is used when, for reasons beyond her/his control and deemed acceptable by the instructor, a student whose academic performance had been satisfactory becomes unable to fulfill a course's requirements. If the student's academic performance had been so poor as to preclude her/his passing, the instructor shall assign the grade of "F."

Last Date of Participation must be entered for any student assigned a final grade of "F" or "I".

Acceptable reasons for assigning an "I" would include, but not be limited to, the following:

Personal illness of the student

Family emergency (death in family, serious illness in family, birth of child, etc.)

Computer failure/software problem/lack of data supplied by outside source

Travel required by job that could not be rescheduled

The student should be able to provide documentation to the instructor for any non-academic reason. The emphasis is on the fact that the reason is not academic in nature and that the student was doing satisfactory work.

Students should not be instructed to sign up for the course again in order to make up an "I" grade and should only lack a small portion of course work. If the student is missing so much work that a passing grade could not have been assigned, a grade of "F" should be assigned.

When completing a grade correction form to remove the "I" grade, the instructor is required to identify the nonacademic reason that the "I" was given, not what the student was required to do to make up the work.

Students who receive a grade of "I" (Incomplete) should consult Rules & Regulations VII regarding the length of time allowed to make up the Incomplete.
Incompletes

A grade of I (incomplete) is assigned at the discretion of the instructor, when illness, death in the immediate family, or other unusual and unforeseeable circumstances not encountered by the other students in the class prevent completion of the course requirements by the end of the semester. Under these circumstances, a grade of I (incomplete) may be assigned when a student is unable to complete the course requirements but only when it is possible that the completion of the remaining work could result in a passing grade.

An I (incomplete) grade received during the fall semester, the spring semester, or the summer session must be cleared no later than 120 calendar days from the end of the term in which the student received the grade unless the incomplete is extended by the instructor. All incompletes, whether extended or not, must be cleared within a year of when the grade was assigned.

An I (incomplete) must be resolved within the appropriate time limit or it will automatically be changed to an F. The student is responsible for seeing that incompletes are made up before the expiration date.

Before submitting grades to the Office of Registration and Records, an instructor who assigns a grade of I (incomplete) will provide the chair of the department with a written statement of the remaining work to be completed to remove the incomplete. Upon request, the student may obtain a copy of that statement from either the instructor or the department chair.

Old Dominion University

POLICY ON INCOMPLETE GRADES

A grade of "I" indicates assigned work yet to be completed in a given course, or absence from the final examination, and is assigned only upon instructor approval of a student request.

The "I" grade may be awarded only in exceptional circumstances beyond the student's control, such as illness, and only after 80% of the time allocated for the course has elapsed and substantial progress has been made toward completion of course requirements with the exception of courses that do not fit within the traditional semester calendar.

In cases of exceptional circumstances beyond the student's control, it is the responsibility of the student to approach the instructor to request an "I" grade and to provide documentation, including a written statement of when the work will be completed, to support the request. The authority to award an "I" grade rests with the instructor, whose decision is final.

Students whose requests for "I" grades are approved must not re-register for the class until the "I" grade has been resolved.

The "I" grade becomes an "F" if not removed by the day grades are due for following term as follows:

"I" grades from the Fall semester become "F" if not removed by the day grades are due for the Spring semester.

"I" grades from the Spring semester and Summer session become "F" if not removed by the day grades are due for the Fall semester.
An "I" grade may be changed to a "W" (official withdrawal) only in very unusual circumstances and when the student's situation has changed since the "I" grade was awarded. In these cases, the request for a change to a "W" must be made in writing, documented, and approved by the instructor, department chair, and dean. Students will not be allowed to graduate until all grades of "I" have been resolved.

Grade changes from "I" (or "I" rolled to "F") to another grade must be made in writing. See Grade Reporting for more information on grade changes.

Extending I Grades: Extension of the I time limitation normally will not be approved except for reasons beyond the student's control and only if the supervising faculty member is available and willing to supervise the work beyond the normal time limit. Students should submit the request to the instructor, who should submit approval, via the chair, to the University Registrar in order to retain the I. The approval from the instructor should designate the expiration date of the extension.

Questions about "I" grades should be addressed to the course instructor. Grade changes submitted by faculty are processed as soon as they are received in the Office of the University Registrar.

A grade of "II" indicates incomplete work not subject to the time limits described above for "I" grades. The "II" grade can be used only in those courses directly related to the research for and preparation of the graduate thesis/dissertation.

University of Colorado at Boulder

Incomplete grades are given only when students, for documented reasons beyond their control, are unable to complete course requirements. A substantial amount of work must have been satisfactorily completed before approval for such a grade is given. An Incomplete Grade Record Form must be completed by the instructor and student. In addition to reflecting the course and term taught, it also states what work must be completed to award the final grade and when the work must be finished (not to exceed one year). Incomplete grades are not calculated into the GPA. If a student does not complete a course assigned an Incomplete grade within one year, the Incomplete grade will automatically convert to an F grade. Students cannot repeat an equivalent course at another campus of the university or at another institution and expect the CU-Boulder grade of "I" to be removed, changed, or excluded from conversion to an F. A student is expected to complete any course with an "I" grade and not to re-enroll in a course in which a grade of "I" was awarded. Once the work has been completed, the instructor must complete and submit a Change of Record form. However, it is the student's responsibility to verify that the grade change was processed and is reflected properly on the transcript.

University of Connecticut

Temporary Grades

An instructor may assign a temporary grade for a course when student work is not completed within the semester.
The faculty's regulations provide that the mark of incomplete (I) shall be reported only when a portion of the work assigned during the semester has not been completed either because of the necessary absence of the student or some other reason equally satisfactory to the instructor, and when, in the instructor's judgment, the work already done by the student must be of passing quality. A grade of incomplete implies that faculty and student will work together towards completion.

Undergraduate students

Undergraduate students must complete all outstanding work on a schedule determined by the instructor and by the end of the third week of the following semester. Exceptions to this deadline are made by the Dean of Students or designee with the consent of the instructor. Once the student submits the outstanding work or completes the final assessment, the instructor must submit a change of grade within 10 working days. If the student does not submit outstanding work by the agreed upon deadline and has not been granted an exception, the instructor will calculate the student's grade based on work completed for the course. Passing grades will replace temporary grades on the transcript. For undergraduate students who do not complete the missing work and therefore fail the course, the temporary grade will be retained on the transcript and followed by "F."

University of Hawaii at Manoa

An incomplete or I grade may be issued to a student who fails to complete a small but important part of a course before the semester grades are issued, if and only if the course instructor believes that the failure is due to reasons beyond the control of the student, and not due to carelessness or procrastination on the part of the student.

Alternative Grade

An incomplete issued for an undergraduate course must be accompanied by an alternative grade. For a graduate course, the issuance of an alternative grade is optional. The alternative grade is computed by averaging the grades received by the student for the completed course work and F grades for the incomplete course work, including the final exam if the student did not take it. For example, if a student has received an A- grade or 3.7 for 90 percent of the course work and did not complete the remaining 10 percent, the alternative grade would be \((3.7 \times 90\%) + (0 \times 10\%) = 3.33\), which is a B+. The alternative grade may be any appropriate letter grade, except W.

Removal of Incompletes
A student who receives an incomplete needs to consult with the course instructor and determine the steps necessary for completing the course work. Deadlines to complete course work and remove the I grade are as follows:

Fall semester incompletes — April 1

Spring semester or summer session incompletes — November 1.

Upon completion of the course work by the student, the instructor may file the Change of Grades/Removal of Incomplete Form with the appropriate office to remove the I grade. Procedures vary depending on the level of the course and when the course work is made up. The chart below summarizes the differences between an I grade and an I grade issued with an alternative grade.

<table>
<thead>
<tr>
<th>TYPE OF INCOMPLETE</th>
<th>APPLICABLE COURSE LEVEL</th>
<th>BEFORE I-REMOVAL DEADLINE</th>
<th>AFTER I-REMOVAL DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I grade</td>
<td>graduate courses</td>
<td>I grade may be converted to a letter grade. Submit form to Admissions and Records.</td>
<td>I grade remains on the student's record and the student has one full academic year, following the end of semester in which the I grade was issued, to request a change of grade. Submit form to the Office of Graduate Student Services. I grades that are attached to a letter grade will be automatically converted to the alternative grade, if it is not converted before the deadline.</td>
</tr>
<tr>
<td>I grade + alternative grade</td>
<td>undergraduate and graduate courses</td>
<td>I grade may be converted to a letter grade. Submit form to Admissions and Records.</td>
<td>I grade automatically converts to the alternative grade, if not converted before the deadline.</td>
</tr>
</tbody>
</table>

* The letter grade is computed by averaging the grades for all course work completed by the I-removal deadline, and F grades for any incomplete course work.

University of Houston at University Park

Grade Changes

Grade changes are initiated through the academic departments. In addition, the grade changes are usually initiated when there has been a grading error by the instructor or a grade of "I" has been given to the student.

The grade of "I" (incomplete) is a conditional and temporary grade given when students are passing a course but, for reasons beyond their control, have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. The grade of "I" must be changed by fulfilling the course requirements within one year of the date awarded, or it will be changed automatically
to an F (or to a U in S/U graded courses). The grade of "I" may not be changed to a grade of W, but may only be changed to another letter grade.

Students should understand that the only way to have an "I" (incomplete) changed to a passing grade is to fulfill the specific course requirements by the appropriate date. Students should not re-register for courses in which they previously received an "I" grade. Students must contact the instructor of the course in which the student received an "I" grade to make arrangements to complete the course requirements. If the instructor requires the student to participate in all or part of the same class in another semester, the student should not re-register for the course. After the course work is completed, the instructor will submit a Course Adjustment Form to change the "I" grade to the grade earned. The student should understand that both grades, the original "I" and the earned grade, will appear on the transcript.

The Course Adjustment Form form will need three signatures: the Instructor, the Department Chair, and the Associate Dean. The form is handled internally and should not be touched by the student.

University of Vermont

INC: This grade may be assigned when course work is not completed for reasons beyond the student's control. Incompletes require the approval of the student’s Dean. The incomplete course requirement will be satisfied at the earliest possible date, but not longer than the beginning of the corresponding semester of the next academic year. In cases of laboratory assignments, the student must complete all work the first time that the laboratory experience is offered again. Instructors will fill out an electronic incomplete grade exception request to the student's Dean and include the reason for the incomplete as well as the completion date agreed to by the student and instructor. It is the student’s responsibility to learn from the student's Dean whether the request has been approved, the expected date of completion, and, from the instructor, the nature of all outstanding requirements. Incompletes may be approved for the following reasons: medical, personal tragedy or academic.

University of Wisconsin at Milwaukee

An Incomplete may be given to a student who has carried a subject successfully until near the end of the semester but, because of illness or other unusual and substantiated cause beyond that student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. An Incomplete is not given unless the student proves to the instructor that s/he was prevented from completing course requirements for just cause as indicated above.

A course marked Incomplete must be completed during the next succeeding semester, excluding summer sessions and UWInterim. If the student does not remove the Incomplete during this period, the report of “I” will lapse to “F.” It is the student’s responsibility to work with his/her instructor regarding course completion.
Aspirational Peers

University at Buffalo

A grade of incomplete ("I") indicates that additional course work is required to fulfill the requirements of a given course. Students may only be given an "I" grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An "I" grade may not be assigned to a student who did not attend the course.

Prior to the end of the semester, students must initiate the request for an "I" grade and receive the instructor's approval. Assignment of an "I" grade is at the discretion of the instructor. The instructor must specify a default letter grade at the time the "I" grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. "I" grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an "I" grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office. Students must not re-register for courses for which they have received an "I" grade. Applicable dates regarding the 12-month provision:

Courses taken in (semester): Will default in 12 months on:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>December 31</td>
</tr>
<tr>
<td>Winter</td>
<td>January 31</td>
</tr>
<tr>
<td>Spring</td>
<td>May 31</td>
</tr>
<tr>
<td>Summer</td>
<td>August 31</td>
</tr>
</tbody>
</table>

The "I" must be changed to a grade before the degree conferral date if the student plans to graduate in that semester. At any time prior to the default date, students may elect to change the "I" grade to the default grade using the Grade Retrieval Form (PDF).

A default grade can be "B+", "B", "B-", "C+", "C", "C-", "D+", "D", or "F." (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

Stony Brook University

If circumstances beyond the student's control inhibit the student's ability to complete the work for a course on time, the student is responsible for informing the instructor of the circumstances immediately. At the discretion of the instructor, a temporary report of I (Incomplete) may be assigned, signifying that the student has been granted additional time to complete the requirements for the course. After granting an I, the instructor will set a date for completion of the requirements. That date will be no later than November 1 for courses begun the preceding spring semester or summer session and no later than March 15 for courses begun the preceding fall semester.

Students may not complete coursework for which an Incomplete was assigned by auditing or registering again for a subsequent offering of the course. If the instructor determines that circumstances merit it, the instructor may request an extension of the original Incomplete by written notification to the Registrar. This extended deadline will be no later than the last day of classes of the semester following the one in
which the course was taken. Longer extensions for extraordinary reasons must be approved by petition to the appropriate academic office. If the work is not satisfactorily completed by the applicable or extended deadline, the final grade of I/F, U, or NC, as appropriate, will be assigned. The grade of I/F will be averaged as F when computing the grade point average (g.p.a.) or determining other measures of the student’s academic standing.

University of California at Irvine

The grade Incomplete (I) may be assigned when a student’s work is of passing quality but is incomplete for good cause. The student must make arrangements with their instructor to complete the coursework within a period of no more than 12 months following the term in which the grade Incomplete was originally awarded, or prior to the end of the quarter immediately preceding award of the degree, whichever comes first. The instructor is not obligated to allow the maximum time period. The student should not reenroll in the course to make up the Incomplete.

Incomplete (I) grades will convert to a failing grade (F), not pass (NP), or unsatisfactory (U), whichever is appropriate, after remaining on the student’s record for 12 months, as governed by Irvine Academic Senate Regulation IR A345.

Prior to Fall 2010

Incomplete grades on a student’s record prior to Fall 2010 are not subject to the conversion to an F, NP, or U grades governed by IR A345, section F. Incomplete grades on a student’s record prior to Fall 2010 have no grade points but are treated as an F, NP, or U grade when calculating a student's grade point average for degree certification. If you are unsure of your grade point average, contact your academic counselor.

University of California at San Diego

An Incomplete, or "I," is a temporary grade that may be granted when sudden serious medical situations, compulsory military service or other extenuating circumstances beyond your control, such as family emergencies, prevent the on-time completion of course requirements. An Incomplete may not be used to allow more time to complete a course in which you have fallen behind.

An Incomplete also may not be used to retake a course. If you have fallen substantially behind and need to repeat a course, you should drop the course prior to the drop deadline and re-enroll for the next term in which the course is offered. Otherwise, your instructor will assign an appropriate final grade based on the work you complete in the course (D, F, NP or U, for example).

If you are given an Incomplete, you should not re-enroll in the course to make up the missing work. If you were to re-enroll, the course would be considered a repeat and would not remove the prior quarter’s Incomplete, which would lapse to a permanent F, NP or U grade.

Requirements for an Incomplete grade:
1. You, the student, must submit a written Petition for an Incomplete Grade to your instructor before the final class meeting (by 11:59 p.m. on the day before the scheduled end date for online courses) or before final grades are posted, whichever comes first. Petitions submitted to the instructor after that time will not be considered.

2. The coursework you have completed to date must be of passing quality.

3. You must be able to show that an illness or other extenuating circumstance is preventing you from completing your required work on time.

4. Your signed petition must be approved by your instructor, the program manager and the registrar and must include:
   a. The reason you were unable to complete the remaining coursework on time, including evidentiary documents when appropriate (e.g. doctor’s note)
   b. A detailed description of all remaining work required to complete the course.

5. If your Incomplete grade is approved, all missing coursework must be completed before the last day of the following quarter according to the academic calendar. If a final grade is not assigned by the 10th business day after that date, your Incomplete grade will revert to the previously assigned grade, or lapse into a failing grade if no grade was assigned before the Incomplete grade was approved.

6. Your grading option cannot be changed after an Incomplete is assigned.

7. Your instructor cannot initiate or require you to request an Incomplete. Your instructor must submit a final grade, based on the work you have completed to that point, even if they expect you to request an Incomplete. If an Incomplete is approved, it will replace the grade previously assigned by your instructor.

8. Your instructor may neither agree nor require that you wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements with you for the timely completion of your work.

Please keep in mind that it may take up to two business days after your Incomplete grade is approved for it to be reflected in your records.

University of California at Santa Barbara

The grade Incomplete (I) may be assigned when an undergraduate or graduate student’s work is of passing quality but is incomplete. The petition for Incomplete grade may be obtained from the Office of the Registrar website: registrar.sa.ucsb.edu/Forms

Petitioning process. An Incomplete grade may be placed on a student’s record only if the completed Petition for an Incomplete Grade is signed by the instructor and is on file in the Office of the Registrar by the last day of the quarter. In the absence of the petition or of a specific grade other than I, the registrar will record a grade of F, NP, or U. An Incomplete Grade processing fee is charged to the student’s BARC account for each Incomplete grade.
Completion deadline. The student is entitled to have the grade of Incomplete replaced by a passing grade as determined by the instructor concerned, and to receive unit credit and appropriate grade points, upon satisfactory completion of the coursework. Coursework must be completed by the end of the term following the term in which the I grade was reported, whether or not the student is enrolled for the quarter or the course is offered. Students are not required to re-enroll in the course in order to complete remaining coursework. Unless the work is completed and a grade is reported to the Office of the Registrar by the deadline, the I grade will be changed automatically to F, NP, or U, as appropriate.

If the instructor is unavailable, the chair of the department in which the course was offered is authorized to supervise completion of the work and to make the appropriate grade change. The instructor and chair also have authority to extend the deadline for completion in the event of unusual circumstances that would clearly impose an unfair hardship on the student if the original deadline were maintained.

An Incomplete grade on the student's record at the time of graduation in a course not necessary for the fulfillment of degree requirements may be removed only up to the end of the fifth week of the term following the date of graduation. An I grade may be removed by the student's submission of completed coursework to the faculty member for the assigning of a new grade. If not removed, the I grade remains an I permanently.

Grade changes to Incomplete. A grade may be changed to an I only with the approval of the dean of the student's college and successful completion of the petitioning process.

University of Oregon

An incomplete may be issued when the quality of work is satisfactory, but some minor yet essential requirement has not been completed, for reasons acceptable to the instructor. Faculty and students should develop a contract outlining the requirements and specific deadlines for making up the incomplete. Contracts should be filed in the departmental office through which the course is taught.

Please note that it is not appropriate to direct a student to sit through the same class in a future term as a way to make up an incomplete, as that implies that the student has more than a "minor requirement" outstanding, and should not have been given an I. Further, students are required to be registered for and pay for all classes that they are "taking."

Assigned to Undergraduate Students Prior to Winter Term 2005

Incompletes assigned prior to winter term 2005 will remain on the academic record and cannot be removed.

Assigned to Undergraduate Students Beginning Winter Term 2005

Effective winter term 2005, undergraduate students have one calendar year to make up an incomplete mark assigned by a UO faculty member. Earlier deadlines may be set by the instructor, dean, or department head. Failure to make up the incomplete by the end of one calendar year will result in the
mark of I automatically changing to a grade of F or N. Exception: Students approved to reserve credit for a graduate degree follow the graduate student policy for those courses.

For students graduating, removal of incompletes awarded must be submitted on DuckWeb no later than the Friday following exam week of the graduating term. Incompletes awarded will be automatically changed to a grade of F or N prior to conferral of the degree. Grade changes must be submitted no later than thirty days after the degree is awarded. Grades of F or N will remain on the academic record after the degree is awarded and cannot be removed.

University of Virginia

Extensions/Incompletes

The Faculty has adopted a policy that, unless authorized by the dean's office, students must complete all course work before taking the final examination. **Instructors are not authorized to extend the time for completion of course work without the dean's approval.** A Request for Extension of Time to Complete Course Requirements or Request for Examination Postponement may be returned to 101 Monroe Hall.

The symbol IN (incomplete) is used when additional course work is required or examinations need to be taken in order to fulfill the requirements of a given course.

- A grade of IN becomes an F ten days after the end of the examination period unless a form requesting an extension of time has been signed by the course instructor and approved by the Association Dean.
- An approved grade of IN does not convert to F until four weeks after the end of the examination period.