

## UPS 300.017

# INCOMPLETE AUTHORIZED (I) and INCOMPLETE CHARGED (IC)

The symbol “I” signifies that a portion of required course work has not been completed and evaluated in the prescribed time period owing to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to initiate the request, bring pertinent information (including, if applicable, any substantiating documentation) to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied to convert the “I” to a letter grade..

An Incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the term of enrollment for reasons beyond the student’s control. Such reasons include: illness of the student or of members of the student’s immediate family, extraordinary financial problems, loss of outside position, and other exigencies. An Incomplete is not appropriate where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases, use of the “RP” symbol is required.

An Incomplete must be made up within one year following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. An extension of this time limit may be granted upon request for extraordinary reasons, e.g. military service and serious health or personal problems. If the Incomplete is not converted within the prescribed time limit, or any extension thereof, it will be replaced by “IC” (Incomplete Charged) and shall be counted as a failing grade in calculating grade point average and progress points.

In assigning an Incomplete, the instructor shall file with the department a “Statement of Requirements of Completion of Course Work,” which will include a time limit (up to one year) for completing requirements and shall provide the student a copy thereof. The requirements may not include retaking or attending a major portion of the course. The department will maintain the Statement until the Incomplete is removed or the time limit for removal has passed.

When the stated requirements are completed, the instructor will report a change of grade. The responsibility for changing the incomplete grade rests with the instructor or with the department

chair if the instructor is unavailable. If at the end of the one year period , the student fails to complete the course requirements, the instructor may assign a letter grade based on the completed portion of the course requirements.

**EFFECTIVE DATE: November 8, 2006**

Supersedes: UPS 300.017 dated 5-3-02  
and ASD 06-85

Source: Academic Standards Committee