



University Policy Statement

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 due to unforeseen but fully justified reasons and that there is still a possibility of earning credit in the course. 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 remaining course requirements that must be satisfied and the deadlines for the work to convert the “I” to a letter grade. It is the responsibility of the instructor to submit an “I” grade for the course and complete the “Statement of Requirements of Completion of Course Work.”

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” (Report on Progress) symbol is required.

Remaining course requirements must be satisfied within one year following the end of the term during which an Incomplete 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.

After assigning an Incomplete, the Registrar will notify instructors to fill out a “Statement of Requirements of Completion of Course Work.” Instructors shall submit these within two weeks to the Registrar, who will share a copy of these with the student, instructor, and relevant department chairs. Departments shall maintain these records for two years. Statements 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. 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, if the student fails to complete the course requirements, the instructor may assign a letter grade based on the completed portion of the course requirements.

Source: Academic Standards Committee

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