

Policy for Assigning an Incomplete “I” Grade

An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student's own negligence. An incomplete must be made up as quickly as possible but no later than two consecutive semesters after the initial taking of the course or it will automatically default to an “F” or the grade that the student earned in the course. There is no extension of the two semester deadline. The student must not register again for the course to make up the incomplete. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation .

In such cases where the course instructor determines that it appropriate to award a student a grade of “I” (incomplete) the following steps must be followed.

Using an Official University Form the course instructor will report the following:

1. The grade earned by the student to date
2. The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment)
3. The date the instructor expects the missing work to be submitted or in the case of an examination made up
4. The justification for awarding the grade of “I”
5. Have the student sign the form
6. Submit this form to the Department Chair and Dean and maintain a copy for instructor records and provide a copy for the student
7. Upon satisfying the requirements for a grade the instructor will sign off on the form and attach it to the change of grade form she or he will submit.

Incomplete Grade Form

Student Name: _____ Panther ID: _____

Course Number: _____ Section Number: _____

Date: _____ Grade earned to date: _____

Specific missing assignments:

Percent of grade based on missing assignments: _____

Date by which missing assignments will be submitted: _____

Justification for assigning an I:

Professor Date Student Date

Copies to: Professor, Student, Department Chair, Dean

Final Grade _____ based on all work completed.

Professor Date

Copies to: Professor, Department Chair, Dean, Registrar