

Information on Incompletes

When to give.

“Incomplete (granted for deficiency in *quantity*, not quality, of work)” ([Grading System, Table 3](#))

From the Faculty Manual, Part 6 ([Grade of Incomplete](#))

A grade of Incomplete (I) indicates that the completion of some part of the work for the course has been deferred. The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The grade of I should not be recorded for a student who has not completed the major portion of the work of the course. An I should not be given if the faculty member is uncertain that the student attended the course; in that case the grade of F should be assigned.

It is the student’s responsibility to request arrangements for completion of the work and to request that the instructor remove the I grade. It is the responsibility of the faculty member to complete and return the change of grade form in a timely fashion

A general practice is not to award an incomplete if less than 75% of the work of the course is not completed.

- Incompletes are for extraordinary situations that do not warrant intervention by the Dean of Students (i.e., extenuating circumstances withdrawals for medical, psychological, or other emergencies)
- Incompletes should not be given if the instructor is behind on grading
- Incompletes may be necessary if the Academic Integrity Violation process extends past the grade deadline

Faculty responsibility.

When an instructor agrees to award an incomplete, they are committing to working with the student to:

Undergraduate Students

- Set a deadline that is at least three weeks prior to the end of the next semester (not counting summer) for the remainder of the course work
- Check for and respond to emails from the student
- Collect and grade the remainder of the coursework
- Input a change of grade in Banner

Graduate Students

- Set a deadline that is at least three weeks prior to one calendar year for the remainder of the course work.
- Check for and respond to emails from the student
- Collect and grade the remainder of the coursework
- Input a change of grade in Banner

Removal of incompletes.

Undergraduate Catalog

A grade of I must be removed during the next semester (not counting summer session) in which the student is enrolled in the university or it automatically becomes an F. The instructor will set a time for the removal of the incomplete, in no case later than three weeks prior to the end of the semester. Instructors must complete a grade change from I to the appropriate grade through Banner Self Service at least two weeks prior to the end of the semester. If the student does not return to school, the I must be removed within one year, or it automatically becomes an F. An incomplete may not be removed by repeating the course. If a student enrolls in a course in which he or she has an incomplete, the I will automatically become an F. No student will be allowed to graduate with an incomplete on his or her record. ([Removal of Incompletes](#))

Graduate Catalog

“The grade of ‘I’ is given for a deficiency in the *quantity* of work done in a course. ‘I’ grades must be resolved within one calendar year or a grade of ‘F’ will be automatically assigned. No exceptions to this policy will be allowed. No student will be allowed to graduate with an incomplete in their program of study” ([Removal of Incompletes](#))

Impact on financial aid.

A Federal Requirement: Satisfactory Academic Progress (SAP) is assessed at the end of every semester.

- Overall GPA must be 2.00 for undergraduate students and 3.00 for graduate students;
- **Completion rate must be 80%.** Completion rate is calculated by dividing hours completed by hours attempted. For example, students who start with 15 s.h. and successfully complete 12 s.h. at semester end, have achieved an 80% completion rate. Students who attempt 12 s.h. and finish 9 s.h. are at 75% and not meeting SAP.
- Maximum timeframe—a student must be able to complete a degree within 150% of the hours required for their degree; or, they may attempt 180 hours to earn the 120 hour baccalaureate.

The first time a student fails to meet SAP, they are placed on warning. The second time they are denied financial aid and must appeal. If they successfully appeal, they sign an Academic Success Contract that says **they will not drop, fail, withdraw or receive an Incomplete in any course** for the duration of the contract.

When a student is awarded a grade of “I,” Financial Aid is required to check for a last date of academic activity and (potentially) return funds to the source since the student effectively earned no credit for that term. Instructors entering a grade of “I” must state the last day of attendance, just as they do when they enter a grade of “F.”

Impact on graduate assistantship.

Graduate students need at least 18 s.h. completed successfully to be considered for a position as a graduate teaching assistant (GTA). To maintain their GTA position, graduate students need to continue to make satisfactory progress to their degree. An incomplete may prevent a graduate student from becoming a GTA or hinder their chance to maintain a GTA position.