

Considering assignment of an Incomplete grade?

Be sure an incomplete is warranted! This should only be an option if the student has completed the overwhelming majority of course requirements. The catalog states:

This symbol indicates that a student was producing satisfactory work, but for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. If an "I" is not satisfactorily removed after twelve months, the Registrar will change the symbol "I" to the grade of "F". "I's" cannot be removed by re-enrolling in and completing a course.

To assign an "I" grade, select that option on the final grade entry web form. Some school administrators require documentation, so check with your school office to determine what your school's requirements may be, if any. The Registrar's Office does NOT require documentation.

Important points to remember:

- The reason for granting the "I" cannot be academic, so it is usually medical. Get the medical documentation for your records.
- The student has one academic year to complete the required work and works independently with you, the instructor, to make up the missing requirements. Sooner is much better than later, while the curriculum from the course is still fresh in the student's mind and the chances of satisfactorily completing the work is much better.
- The student should NOT re-enroll in the course to complete the missing work.
- Once the student completes the course work, send an Official Grade Change form to the Registrar so the "I" may be updated to the earned grade. It is important to do this as soon as possible after the course work is completed.
- If an "I" grade remains at the end of the academic term, an "F" grade will replace the "I". If the student completes the course work and you are submitting a grade change form from "I" to the earned grade, the approved forms must be RECEIVED in the Registrar's Office before final grade entry for the term. Otherwise, the grade of "F" will be assigned and you must submit a grade change from "F" to the earned grade.
- An "I" cannot be changed to "W". Only grades of "A", "B", "C", "D", or "F" may be assigned.