

Proposed Revision to University Handbook
Section F83 – Incomplete Policy
Approved by Academic Affairs
Approved by Faculty Senate on May 14, 2019

F83 The instructor will make an appropriate report on any student who does not complete a course in accordance with these definitions:

- If a drop in a full-semester course occurs in the first 36 calendar days, no grade is reported. The deadline for other courses will be pro-rated based on the course length.
- If a student drops a full-semester course after the first 36 calendar days, but before the start of the eleventh week, a withdrawn (W) is reported. The deadline for other courses will be pro-rated based on course length. See [Registrar's website](#) for details.
- After the tenth week of classes, a course may not be dropped.
- The grade of incomplete is a temporary grade given at the discretion of the faculty upon request of the student. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements. The grade of incomplete is not to be used to avoid assigning a poor grade that results from unsatisfactory academic work.

In most instances, the requirements for completion of a course are detailed in the original course syllabus. It is in the student's best interest to confirm in writing with the faculty member the remaining requirements to be completed in order to replace the grade of incomplete. If the faculty member requires anything other than the syllabus requirements or chooses to have a time frame for completion other than the end of the next regular term, the faculty member must provide written notification to the student. A sample notification form is available on the [Registrar's website](#). Typically, requiring student participation in the entire course in a subsequent semester without enrolling is not an appropriate means to satisfy requirements for the incomplete.

Incompletes are expected to be finished by the conclusion of the next regular academic term (fall or spring), or the student's graduation term – whichever is earlier. Any incomplete remaining after the next regular term is reassigned to an F (regardless of student's enrollment status) and will be computed in the student's GPA, weighted at 0 points per credit. In extreme cases, a student may be granted an extension of an incomplete beyond the next regular term. To request such an extension, the student must complete with appropriate signatures the Incomplete Extension Request Form, ~~and submit the form to the academic dean of the student's college.~~ The incomplete extension form can be found on the [Registrar's website](#).

Undergraduate research courses, internship courses, theses, dissertations, directed research courses, and other courses with the "IH" grading option are exempt from the one regular term limit for completion.

A student with incompletes will only be cleared for graduation if receiving Fs in every incomplete class earned Fall 2018 or later will satisfy the requirements for graduation. Upon approval for graduation, all grades of incomplete earned Fall 2018 or later remaining on the record will be changed to grades of F.