

# Student Services Manual (SSM)

## SSM 203–09: Grade of Incomplete

Effective: 11/15/1989

Revised: 3/1/2024

### Purpose

To allow a student to receive a grade of “I” (incomplete) for extenuating circumstances with one calendar year to complete the course

### Sources

University Senate

University Registrar Services

### Policy

A grade of “I” (incomplete) is given by the instructor only when a student doing acceptable work is unable to complete a course because of illness or other conditions beyond the student’s control. The student and instructor must complete a Request for Grade of Incomplete form if no grade has been reported. If a grade has been reported, the instructor must complete a grade change on the official grade roster.

The grade of “I” should be granted only when the student can complete the unfinished work with the same instructor. However, an “I” may be completed with an instructor designated by the department chair if the original instructor becomes incapacitated or is not on campus.

The student must arrange completion of the course requirements with the instructor.

The student has one calendar year from the date the grade of “I” is recorded to complete the course. A student does not reregister or pay fees for a course for which an “I” has been received in order to complete the course.

If the student completes the course within the calendar year, the instructor must submit the grade change , whether the student passed or failed the course.

### Undergraduate Course Grades

Grades of “I” for undergraduate coursework received in the fall 1983 semester or thereafter that have been on a student’s record for more than one calendar year will be automatically changed to a grade of “E.” Grades of “I” for undergraduate coursework will be changed to a grade of “E” for purposes of evaluating graduation requirements at the point of degree conferral.

### Graduate Course Grades

Students who receive a grade of “I” in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the courses for a grade, the grade of “I” will become a permanent part of the transcript.

To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."

## Appeals

Any grade appeal must be made to the dean of the college offering the course.

### Procedure

Responsibility	Action
Student	1. Request the grade of "incomplete" ("I") from the instructor.
	If the request is approved:
Instructor	2. Provide the student with a Request for Grade of Incomplete form (if no grade has been reported) or submit a grade change on the grade roster (if a grade has been reported).
Student and Instructor	3. Complete the Request for Grade of Incomplete form, if applicable.
Instructor	4. Provide the student with the student copy of the form. 5. Retain a copy of the form. 6. Forward the department chair copy of the form to the department.
	(This information will enable the department to verify the completion of the Request for Grade of Incomplete, in case the instructor leaves the university within the year of course completion.)
	If no grade has been assigned yet:
	7. Assign a grade of "I".
	When the course work is completed (whether the student passed or failed):
	8. Submit a grade change.
Department chair or designee	9. Verify that the grade change has been submitted within the time limit.
	If approved:
	10. Approve the grade change.
	If approved:
Dean's office	11. Approve the grade change.
Instructor	12. Verify that the grade change was processed accurately.