Simplifying Incomplete Grades: Proposal

Approved by AS&E Faculty, 30 March 2016
Passed by EPC, 11 March 2016

Revision to the section on Incomplete grades in the Bulletin, p. 39.

This is the existing language:

I – Incomplete: An indication by the instructor that more time will be allowed to complete the requirements for the course. An incomplete may be awarded only if the student has done substantial work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed in the time specified on the incomplete form. The instructor is responsible for specifying on the incomplete form the reason for the incomplete grade and the conditions that must be satisfied for the awarding of a grade. A copy of this form must be submitted to Dowling Hall at the time final grades are reported. It is the responsibility of the student to request an incomplete before the required work is due. If an incomplete is granted, all work in the course must be completed six weeks into the following semester (fall or spring only), or the date the instructor has stated on the incomplete form. The work will be evaluated without prejudice, and a grade should be submitted two weeks after the work is received by the instructor. A course not completed by the designated time will receive the default grade specified on the incomplete form. Under special circumstances, a student may request from the instructor an extension of the deadline. Any such agreement should be submitted in writing to Dowling Hall.

This is the proposed new language, with changes flagged.

I – Incomplete: An indication by the instructor that more time will be allowed to complete the requirements for the course. An incomplete may be awarded only if the student has done substantial work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed by the new deadline. It is the responsibility of the student to request an incomplete before the required work is due. If an incomplete is granted, all work in the course must be completed six weeks into the following semester (fall or spring only); to request a different deadline, the instructor must file a "Form For Requesting a Grade of Incomplete," to be submitted to Dowling Hall at the time final grades are reported. Students are encouraged to complete the work before the start of the next semester. When the work is submitted, it will be evaluated without prejudice. The instructor should enter the new grade within two weeks after receiving the work. A course not completed by the designated time will remain as an I on the student's transcript, unless the faculty member changes it.

Under special circumstances, a student may request from the instructor a further extension of the deadline. Any such agreement should be submitted in writing to Dowling Hall.

See also proposal to display course evaluation results, on the reverse.