

Resolution Recommending an Incomplete Grade Policy

Graduate Council, Education Policies Committee, 6 December 2012

Whereas an INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments;

And whereas students have an obligation to complete the work associated with courses they are taking;

And whereas an INC grade is not calculated into a student's cumulative grade point average which is an indicator of student performance;

And whereas a number of peer institutions have a policy changing an INC grade to a grade of F after a set amount of time;

Therefore, be it resolved that the Graduate Council recommends to the Graduate School that the Incomplete grade policy below be approved for use.

An INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. INC is not included in grade-point computation. An INC must be changed to a completed grade within one year from the close of the term in which the course was taken or graduation, whichever comes first. Should the student fail to complete the course within the time period designated, that is, one year from the close of the term in which the course was taken or graduation, whichever comes first, the Incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. To complete the work from the original registration, a student should not register for the course again, but should complete the work for the original registration if the original registration is within the normal time limits established for the degree.

A contract for an INC grade must be established between the instructor and student at the time the INC grade is assigned.

An extension may be granted if the request for the extension is made within the first year and approved by the Dean of the Graduate School and the Provost.