

University of St. Thomas Policies

INCOMPLETE GRADE

Policy Number: A.02.13

DEFINITION

A grade of Incomplete (“I”) may be given at the discretion of the instructor to students who are making satisfactory progress in a course but will not be able to complete course requirements by the end of the term. Incompletes are typically given for emergency situations which prevent the student from completing course requirements.

PURPOSE

To outline the policy for incomplete grades

PROCEDURE

01. When assigning an “I” grade and Contract

Instructors must provide students with an Incomplete Grade contract that outlines the work to be accomplished before the “I” can be converted to a final grade and specifies a deadline date; the contract constitutes an agreement between instructors and students. A copy of the contract should be submitted by the instructor to the Registrar’s Office by the grading deadline of the semester. The Registrar will verify the “I” grades that have been posted on the student’s record and verify that the incomplete contract has been received by the instructor.

02. Time Limit of “I” grade

A grade of “I” must be resolved by the student within the time limit outlined in the Incomplete Grade Contract,. If additional time is warranted, the “I” may be extended for one regular semester (fall/spring) by changing the “I” grade to an Incomplete Extended (“IE”). The instructor must request the extension by completing a grade change form or by returning the Incomplete Grade Roster to the Registrar’s Office no later than the end of the semester in which the “I” grade expires. The “I” and “IE” grades that have not been changed to letter grades by the end of the 12th day of the next semester (fall/spring) will automatically become a grade of “F” or the grade specified in the incomplete contract. If an “IE” needs to be extended, a grade change form must be completed by the instructor and signed by the instructor and Dean.

3. Re-Registration

Students should not re-register for a course to complete a grade of “I” incomplete.

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04. Academic Standing

Students on academic probation, who have outstanding “I” grades, will remain on probation until all incompletes are resolved. “I” and “IE” grades are not calculated in the GPA and will not affect a student’s academic standing. An “I” or “IE” that is changed to a letter grade or automatically converted to an “F” will affect a student’s academic standing at the end of the semester in which the grade change is completed.

05. Incomplete Grade Reminders to Faculty

The Registrar’s Office will send out the incomplete grade rosters and an email to faculty to inform them of outstanding “I” grades. They will also email the students to inform them that they have an outstanding “I” grade. The faculty will use the grade rosters to contact the students to remind them of the contract that was signed and when the student should submit the required assignment(s).

STUDENT _____ ID# _____

COURSE SUBJECT/NUMBER _____ SEMESTER/YR _____

COURSE TITLE _____

INSTRUCTOR (Print Name) _____

Instructor’s Deadline for Completion of student’s work _____

(Can be no later than the end of the next semester (fall/spring))

Nature of work to be completed: if a paper, length and topic; if an examination, type and material to be covered.

Unless otherwise indicated by the instructor, a grade of “F” will be assigned at the end of the second regular semester (fall/spring).

(Optional) What will the grade be if this incomplete work is not turned in _____.

Student signature/Date Instructor signature/Date Dept. Chair (for adjunct faculty)/Date

A copy of this contract should be submitted by the instructor to the Registrar’s office by the grading deadline of that semester.

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