

March 23, 2015

Laurie Burton, Ph.D.  
Faculty Senate President

Dear Senate President Burton:

I wish to thank the Academic Requirements Committee and the Senate at large for their work in reviewing the current university policy on handling incomplete grades.

In consideration of the recommendations issued by the Faculty Senate at its March 10 meeting I have directed the Office of the Registrar to implement the following Incomplete Grade policy, effective with the 2015-2016 catalog/academic year. This policy will apply to all undergraduate students in all courses:

1. The “I” grade awarded to a student will have a timeframe of one calendar year before converting to the default grade assigned at the time the “I” grade was submitted. Default grades will be: A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, S or NC. There will be no permanent default grade of I, RP or X.
2. The “I” will be expunged from the transcript once the final grade is posted. All “I” grades will change to the default grade when clearance for graduation is processed.
3. The default grade to be submitted will be the grade that would have been assigned – according to the course syllabus – if the work completed by the student at the time the “I” grade was issued was the entirety of the work submitted.
4. A timeframe of less than one calendar year to submit uncompleted work can be set by the instructor on the “Authorization for Undergraduate Incomplete Grade” form. One extension – with instructor approval – can be granted to the student.
5. Students will have the right to appeal a final grade (based on newly submitted work or the default grade) as per the university’s grade appeal process.
6. Accommodations for automatic extensions already exist for students who have been called up for active duty in the US military services or State National Guards. All other students must file petitions requesting an extension.

I have asked Dr. Linda Stonecipher, Director of Graduate Programs, to work with the Graduate Studies Committee to endorse a parallel Incomplete Grade policy for graduate students, also to become effective with the 2015-2016 catalog/academic year.

Respectfully,

Stephen Scheck  
Provost

Vice President for Academic Affairs

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