

Incomplete Grade Policy

The amendment with typographical errors corrected is:

When submitting a grade of incomplete (I) in ISIS an instructor must:

1. indicate a completion date (up to one year)
- 2. confirm that the student has agreed to a written plan to complete the work**
- 2. to confirm that the student has received a written plan to complete the work, the instructor will e-mail a copy of the plan to the student and send a copy to his or her department chair**
3. report a default grade if the work is not completed by the completion date
4. If the default grade is a WF, the last date the student attended

An additional responsibility for the instructor:

Given that the instructor might be absent at the time the work is completed: A copy of the completion plan should be deposited with the instructor's Chair (or another agent).* A complete plan should include grades for all completed work and an explanation of how the final grade should be calculated.

Registrar's responsibilities:

1. At the same time grades are posted, the Registrar should send email messages to the student, instructor, and instructor's Chair reporting an incomplete grade has been given, the completion date, and the default grade.
2. **At least** two weeks in advance of the due date **but not more than three weeks before the due date**, if a change of grade has not been submitted, the Registrar should send email messages to the student, instructor, and the instructor's Chair reporting that an incomplete grade has been given, the completion date, and the default grade.
3. If a change of grade has not been submitted one day after it was due, the Registrar shall assign the default grade.**

*For programming purposes it might be easier to have instructor input the email address of the appropriate person as a fifth instructor requirement.

**** Banner is programmed to change an "I" grade to the default grade on the Grade Extension Date.**