

Proposed Policy for Incomplete Grades

Faculty Responsibilities

1. Grades of Incomplete ("I") may only be assigned with department chair approval.
2. The faculty member must be able to provide, if asked:
 - a. Evidence that the student is otherwise passing the course and has completed a minimum of 75% of the course;
 - b. Acceptable documentable evidence of a non-academic reason for the request;
 - c. A written plan that includes a schedule of events.
3. In submitting a grade of Incomplete, a faculty member must indicate:
 - a. Completion date (up to one year);
 - b. A written plan of work that needs to be completed;
 - c. Percentage of work that needs to be completed;
 - d. Current grade in the course;
 - e. The default grade if the work is not completed by the completion date.

Administrative Responsibilities

1. Copies of items in section 3 under Faculty should be sent to student, faculty member, chair, ACE, and dean or designee.
2. Any Freshman with an incomplete must be registered with Map-Works and be placed under a case-management program.
3. The request for and approval of the grade of "I" should be automated as much as possible through ISIS or another appropriate technology.