



Eastern Kentucky University Policy and Regulation Library

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Chapter 1, Academic Practices

Section 11, Incomplete Grades

Approval Authority: Board of Regents

Responsible Executive: Provost

Responsible Office(s): Academic Affairs, Registrar

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Awarding Incomplete Grades

Policy Statement

When a student has extenuating circumstances that impede him/her from completing a course, an incomplete grade may be awarded as a temporary grade. The incomplete grade cannot be used simply because a student has failed to complete the work in the course or as a means of raising the student's grade by doing additional work after the grade report time. Students must request an incomplete grade from the faculty member prior to the last day of class when a student wishes to pursue an incomplete grade. If the instructor agrees that the student has extenuating circumstances beyond his/her control and the instructor agrees to assign an incomplete grade, the instructor must complete an Incomplete Grade Agreement detailing all outstanding assignments and/or conditions needed to complete the course, and a due date for each assignment. An incomplete grade may not be given as a midterm grade. Any student given an incomplete is expected to have satisfactorily completed at least 60% of the course.

A degree cannot be awarded to a student with any incomplete ECU courses on his/her record. Any student who is a pending graduate with unresolved ECU incomplete grades ("I") will be given the choice of either accepting an "F" for the course (or "NC" for unresolved "IP" grades) or being deferred to the next term for graduation consideration. All incompletes for students pending graduation must be resolved before their published degree conferral date.

Entities Affected

- Colleges
- Departments
- Office of the Registrar
- Students

Procedures

The following procedure applies when an instructor has agreed to assign a grade of “I” for students who are unable to complete the course because of extenuating circumstances.

1. On the Incomplete Grade Agreement, the instructor will identify all outstanding assignments and/or other conditions needed to complete the course, and due dates for each assignment.
2. Faculty are strongly encouraged to give students the shortest reasonable time period in which to complete the work. The longest time period is the end of the next regular semester (fall/spring); however, it typically benefits students to complete work before they begin classes the next semester.
3. The Incomplete Grade Agreement must be signed by the faculty member, student, chair of the department offering the course, and the dean of the college of the course. Chairs should assure that the Agreement includes reasonable due dates for completing the work.
4. The Incomplete Grade Agreement must be received by the Registrar’s Office no later than 15 University business days past the deadline for final grade submission. While the faculty will be able to submit the “I” grade through the online grade submission process, any “I” grade that is not accompanied by an Incomplete Grade Agreement within 15 University business days of the advertised final grade submission deadline will be converted to an “F.”
5. All outstanding work must be completed by the student and a Grade Change form must be submitted by the instructor to the Registrar’s Office by the deadline noted on the Incomplete Grade Agreement. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing (“F”) grade.
6. If, due to extenuating circumstances, a student is unable to complete the agreed upon course work to fulfill the incomplete course by the deadline on the Incomplete Grade Agreement, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. The student must initiate the request through the instructor before the original deadline. Approval of the extension of an incomplete grade is not automatic and depends on the student’s unique circumstances.

Definitions

- **Incomplete Grade, “I”:** A grade of “I” signifies that a student must complete unfinished work in order to receive a grade and, therefore, credit for a course. An incomplete grade is a placeholder until such a time as the coursework is complete; it cannot remain on a student’s transcript beyond the time allowed by this.

Responsibilities

- Faculty
 - Ensure that an Incomplete Grade Agreement is completed and submitted to the Office of the Registrar by the specified deadline.
 - Complete and submit a Change of Grade form by the specified deadline once a student completes all work designated on the Incomplete Grade Agreement.
- Office of the Registrar
 - Process Incomplete Grade Agreements and Change of Grade Forms
- Student
 - Ensure that unfinished coursework is completed by the date specified on the Incomplete Grade Agreement.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Relevant Reference

Incomplete Grade Agreement Form

Review and Approval

Policy Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
June 19, 2017	Board of Regents	Adopted
May 24, 2017	President	Approved
May 3, 2017	Provost Council	Approved
April 3, 2017	Faculty Senate	Approved
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May 7, 2014	Provost Council	Approved
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ENTITY

Board of Regents

Faculty Senate

ACTION

Adopted

Approved