SUBJECT: Awarding an Incomplete Grade of “I”

POLICY:

“I” designations (Incomplete) are non-grades received by students who have actively pursued the course and are doing passing work at the end of the course, but who have not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades are awarded at the discretion of the faculty and must be supported by documentation and explicitly explain the extent of the extenuating circumstance.

A faculty member entering an “I” grade must indicate in the PSSA system all requirements which must be met by the student(s) for the removal of the grade “I”.

Additionally, either the faculty or the department chair must inform the student in writing, of the requirements needed for removal of the “I” grade and the date the requirements must be met.

To remove an “I” grade, a student must make arrangements with the faculty to complete the course work and/or take the final examination by the mid-point of the following semester (not including the summer term). If the course work is not completed and turned in to the faculty by this deadline, the “I” grade will convert to an “F” grade.

If the faculty is not available, the student should contact the Department Chair. A student who has an “I” grade may not re-register in that course. However, if the “I” grade is changed to an “F” grade, the student may then re-register for the course. Also, a student who receives an “I” grade may not enroll in any course for which that is a prerequisite until the “I” grade is removed.

The Department Chair or Registrar shall further verify that a copy of all assignments and/or tests required for the removal of each “I” grade have been placed in the department files and shall so certify to the Academic Vice President.