

# *Upper Iowa University*

## *Incomplete Grade Form Instructions*

Occasionally it becomes necessary for an instructor to award a student a grade of incomplete (“I”). An incomplete grade is exceptional and given only to students whose complete coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of documented cases of injury, illness, death in family, personal crisis, military deployments, or other circumstances beyond their control. This grade should not be awarded in cases where the student “fell behind” due to absences without explanation, other class commitments, and/or work obligations.

### **Incomplete grades may be given in the following circumstances:**

- The grade of “I” may be considered only for students who have completed at least 62.5 percent of the total coursework requirements by the end of week five with satisfactory progress.
- An extenuating circumstance legitimately prevents completion of required work by the due date and student has kept the instructor apprised of the circumstance that may be impacting course completion;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic session. The faculty member retains the right to make the final decision on granting a student's request for an “I,” even though the student may meet the eligibility requirements for this grade. If the request is approved, the faculty member will determine a deadline within the last day of the subsequent session during which the course was attempted;
- Both the instructor and student must complete the “UIU Incomplete Grade Form” before the end of the week following the end of the academic session.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance must be recorded in myUIU for students who cease attending class without notice. Students who are unable to complete a course and who do not meet these circumstances should consider withdrawing from the course during the designated withdrawal period.

### **The following provisions for incomplete grades apply:**

- The period of time given a student to remove an “I” is established by the instructor, subject only to the maximum time limits set by the university. The university requires that the grade of “I” be removed by the **end of the following session for center/online/International courses or the following semester for Fayette campus courses** (whether or not the student was enrolled during this session/semester.)
- It is the responsibility of the student to complete and submit the remaining course work before the assigned deadline.
- In exceptional cases, additional time may be granted. Extension requests beyond the original incomplete deadline must be put in writing to the appropriate Dean before the assigned deadline is reached. The request must include appropriate documentation (such as military orders, medical notes, etc.) and a letter from the faculty supporting the extension. The Dean will make the appropriate decision at his or her discretion and reply to the student, faculty member, and appropriate center/program in writing within 10 calendar days.
- Faculty may not issue a terminal “I” grade.

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### **Procedures:**

1. The student initiates the request for an incomplete grade before the end of the academic session. Upon instructor approval, the student is informed of any/all remaining work (quizzes, tests, assignments, projects, papers, presentations, etc.) that the instructor shows as outstanding. Due dates for each are to be determined and noted on the form. **Online courses:** Assignments include but are not limited to papers, quizzes, tests, and projects. Assignments do not include discussion board responses, group projects, or other work products that may not be completed independently.
2. Instructors submit a default grade along with an incomplete grade. This default grade would be assigned to the student if he/she does not complete the required work for the course by the end of the following session. This default grade would be based on the work completed in relation to the total course requirements.
3. The incomplete form must be completed and signed by the instructor and the student to indicate a mutual understanding of the work to be completed and timelines for doing so. The instructor provides a copy of the completed form to the student.
4. The completed form is to be submitted to the appropriate designee (as noted in the University Incomplete Grade Procedures) by the instructor when he/she turns in grades for a course.
5. The instructor is to complete a copy of the grade change form found on myUIU and submit it to the appropriate designee as noted in the University Grade Change Procedures within two weeks of the agreed upon deadline. It is the student's responsibility to complete all required work on or before the deadline as stated on the incomplete grade form or no later than the following session for center/online/International courses or the following semester for Fayette campus courses.

### **Important Notes:**

It is not possible for a student to withdraw from a course after an incomplete grade has been assigned. It will be necessary for the instructor to assign a letter grade ("A" to "F") based on the amount of work completed and turned in by the date and time specified on the original incomplete form.

An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

Notation of the original incomplete status of the grade remains on the student's official transcript along with the final grade.