

## Note to Faculty on Incomplete Course Grades

Incomplete course grades or “I” grades are considered exceptions to regular grading practices—an extenuating circumstance. “I” grades should be used sparingly and only in credible emergencies that are outside a student’s control. The decision to issue an “I” grade is discretionary on the part of faculty, but the process must involve the completion of the Incomplete Grade Contract that is downloadable from the link listed under Services/Forms on the Office of the Registrar website.

Please note that it is important for the faculty member to have the student sign the Incomplete Grade Contract at the time of student’s request whenever possible. That is, by the time you submit final course grades to the Office of the Registrar, the student might not be available to sign or consent to the contents of the Incomplete Grade Contract.

The Office of the Registrar will only accept “I” grades if a completed, signed Incomplete Grade Contract is submitted to the Office. The form must be signed by both the faculty member and the student and include the assignment(s) that the student must complete to receive a passing grade in the course. The Registrar’s staff will fill in the deadline date by which the “I” grade must be resolved and this will be set at the end of the fourth week of the following consecutive semester. However, there is an exception for “I” grades issued in the spring semester and these must be resolved by the fourth week into the following fall semester (not the consecutive summer semester).

Once the deadline passes, and if the faculty member does not submit a final course letter grade to Office of the Registrar, the grade automatically defaults to an “F”. In isolated, urgent situations, faculty members may request the Office of the Registrar to set an extension of the deadline.

It is strongly recommended that “I” grades not be granted to students who are not passing the course during the semester and to students who have stopped attending the course without ever notifying the faculty member.

This note does not reflect any new policy or practice, but rather is a clarification of long-standing university policy. We thank you for your attention in this matter.

Office of the Registrar