



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## Incompletes Policy

### Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

### 1. Purpose

When a student cannot complete course requirements due to serious circumstances outside of their control an instructor may choose to issue a grade of "I" (Incomplete).

### 2. Scope

Students who receive a grade of "I" in a course, the faculty who issue a grade of "I", and staff tasked with maintaining student records, specifically the process of turning an "I" into an actual grade are affected by this policy.

### 3. Definitions, Roles and Responsibilities

#### 3.1. Definitions

3.1.1. **Student:** Any student enrolled at Commonwealth University, including undergraduate and graduate students.

3.1.2. **Instructor of Record:** Faculty member responsible for assigning a final grade for student in a course.

3.1.3. **Regular Semester:** Indicative of either a Fall or Spring term.

#### 3.2. Roles and Responsibilities

3.2.1. Students who receive a grade of "I" in a course are responsible for executing the plan given to them by the instructor issuing the grade not later than the end of the regular semester following the session in which the "I" was issued.

3.2.2. Faculty who issue a grade of "I" to a student are responsible for filing a plan for the student to resolve the "I", detailing the work that must be completed to remove the incomplete. The instructor of record files a grade change form when the student completes the outstanding work.



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3.2.3. Faculty may grant an extension to complete the missing work by completing the Incomplete Extension Form.

3.2.4. The Registrar's Office maintains records of incomplete grades ("I") issued to students and processes change of grade forms upon completion of outstanding work. If a student fails to complete the outstanding work by the specified deadline, the Registrar's Office will replace the "I" grade with the default grade indicated when the incomplete was filed.

#### **4. Policy**

- 4.1. An "I" (Incomplete) grade is used to denote unfinished work because of serious mitigating circumstances beyond the student's control. Issuance of an incomplete grade is at the discretion of the instructor; approval of request is not guaranteed. This is a temporary grade to be given only when the instructor believes that the student has been unable to complete the course requirements due to circumstances beyond his/her control. Failure of a student to take a final examination or complete other course requirements without prior arrangement with the instructor or legitimate excuse is not a justification for a grade of "I".
- 4.2. Instructors submitting the grade of "I" to the Registrar must specify the deadline for completion of outstanding work and a default grade if the work is not completed. The deadline shall be no later than the last day of classes, not including finals, of the regular semester following the session in which the "I" was recorded.
- 4.3. The instructor also files a written plan for the student to complete the course requirements.
- 4.4. The student is responsible for completing the plan by the specified deadline. In cases where serious circumstances prevail, a request for an extension can be made by the faculty member to the Registrar's Office.

#### **5. Procedures, Standards, and Guidelines**

- 5.1 The student meets with the instructor to discuss the student's standing in the course. The instructor of record advises the student of their current grade, what assignments remain to be completed in the course, and what the student's grade would be if those assignments were not complete. The student may request a grade of incomplete, providing documentation, if requested, of the circumstances necessitating the request.
- 5.2 Before issuing an incomplete grade, the instructor of record completes an Incomplete Grade Form specifying (1) the work the student is expected to complete, (2) the date by which the student will complete the work.
- 5.3 Upon completion of the outstanding work, the instructor of record files a Grade change form.



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5.4 The instructor of record may extend the deadline for completing outstanding work by filing an Incomplete Grade Extension Form.

## 6. Compliance and Enforcement

- 6.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2. All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

## 7. Additional Information

### 6.3. Supporting Documents

6.3.1. [Include title of supporting documentation here.] [[Link](#)]

### 6.4. History

6.4.1. [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]

6.4.2. Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

6.4.3. Revised - [Date of Revision]

6.4.4. Next Review Date - [Date of Revision]

6.5. **Related Policies** - [Reference related policies]

### 6.6. Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]