Policy Number: 97-3 Last Revised: 05/06/08 To take effect Spring 2008

INCOMPLETE REMOVAL

The Incomplete (I) grade is a temporary grade indicating that work in the course was acceptable, although a critical portion of it was not completed because of illness or other serious circumstances beyond the student's control. The I grade may not be used for the convenience of the faculty member or student. If a student has quit attending without withdrawing from the course or contacting the instructor in writing, the appropriate final grade is an F.

I grades must be removed by the end of the fourth week of the next term except for spring quarter which must be completed by the end of the fourth week of the fall quarter. Due dates are published in the academic calendar.

When the specified work has been completed, the faculty member submits a change of grade via SU Online in order to have the final grade posted to the transcript.

When the instructor assigns an I grade at the end of a term, a default grade is also-submitted which will be automatically assigned by the Office of the Registrar should the deadline expire without student action. The default grade is calculated as follows: the grade for all work completed to date of final attendance **plus** a failing grade (F) for all work or examinations the student did not complete.

Under unusual circumstances, a faculty member may make a request to his or her dean to extend the time the I grade will remain on the record. Requests for extension must be made before the completion deadline.

While on the transcript, I grades will carry no penalty; i.e., they will not be counted in the grade point average computation, nor will the credit be awarded to the student. Once a degree has been posted, removal of an I grade is not permitted.

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Seattle University Academic Policy