

INCOMPLETE GRADES

The Incomplete (I) grade is a temporary grade indicating that work in the course was acceptable, although a required 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 course requirement(s) has/have been completed, the instructor submits a change of grade 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 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.

An Incomplete Form must be filed by the instructor with the dean's designee of the college/school in which the course is offered. The statement must include:

- a) Reason for giving the incomplete
- b) Details of the work outstanding in the course
- c) Deadline work is due to instructor such that it can be graded by grade removal deadline

The instructor will send a copy of the Incomplete Form to the student via SU email.

Under unusual circumstances, the instructor may make a request to their dean or dean's designee 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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