Committee on Academic Standards  
 **Proposed Revision to Incomplete Grade Policy**February 19, 2018  
Julie Trivitt, Chair

The current incomplete grade policy stipulates that if the instructor doesn’t report a completed grade within 12 weeks into the students next term of enrollment then the “I” grade will be changed to a “F” grade. This proposal is to have calendar-driven deadline of 12 months after the last day of the term in which the “I” was granted, regardless of the student’s enrollment status.

A report from 12/5/2017, found 4,248 incomplete grades in UAConnect. Of these, only 108 of the students were currently enrolled in the 2017 fall semester. Just over 1,100 of the incomplete grades were in courses taken before 2000. The earliest “I” grade in UAConnect is from 1964.

As the benchmark report indicates, it’s more common to have an I to F policy that is based on a time limit from when the incomplete was earned and not based on the student’s next enrollment period. This would prevent incomplete grades from remaining indefinitely on the student’s record if they never return. If the intent of the policy is to allow a passing student to complete any remaining work in a reasonable time, then a one-year deadline seems reasonable. The current policy allows students to receive an incomplete and never finish the remaining work as was likely agreed upon with the instructor when the incomplete grade was given. Having a calendar-driven time limit would also minimize the chance of an incomplete remaining on the student’s record long after the instructor has retired or left the university.

A mark of “I” may be assigned when a legitimate circumstance has prevented the student from completing all course requirements and the work completed at the time of assigning the “I” is of passing quality. It is the discretion of the instructor that determines what qualifies as a legitimate circumstance. It is recommended that the instructor, prior to the assignment of an “I” mark, document the legitimate circumstance and conditions for completing course requirements. An “I” so assigned may be changed to a grade provided all course requirements have been completed within 12 months after the end of the term in which the “I” was assigned. ” If the instructor does not report the grade within the 12-month period, the “I” shall be changed to an “F.” When a mark of “I” is changed to a final grade, the grade points and academic standing are appropriately adjusted on the student’s official academic records.

No credit is earned for courses in which a grade of "F" is recorded. A final grade of "F" shall be assigned to a student who is failing on the basis of work completed and who has not completed all requirements. The instructor may change an "F" so assigned to a passing grade if warranted by satisfactory completion of all requirements. Students who fail to present an acceptable reason for not having completed all course requirements including the final examination will receive the grade they would have received had they failed such requirements.