



# MEMO

## OFFICE OF UNDERGRADUATE EDUCATION

**TO:** Faculty and Staff in CLA, CSM, CM, and CNHS **DATE:** January 15, 2005  
**FROM:** Marietta Schwartz, University Director of Undergraduate Education  
**RE:** Clarification of Policy and Procedures for the Incomplete (INC) Grade

**IMPORTANT - PLEASE READ - NEW INFORMATION**

I would like to remind each of you of the conditions and procedures concerning the Incomplete (INC) grade in undergraduate courses.

The Incomplete (INC) grade may be given by the instructor only when a small portion of the required class work or the final examination has not been completed because of serious illness or extreme personal circumstances. **If the student's record is such that s/he would fail the course regardless of the missing work, s/he fails; an Incomplete is not appropriate in these circumstances.**

Any student who receives an Incomplete grade may have a time limit as stipulated within the contract to make up unfinished work **to a maximum of one year**. The triplicate Incomplete Contract Form must be completed and signed by both the instructor and student, who each get a copy along with the Department Chair. These forms can be obtained from the appropriate Departmental Offices.

**The triplicate Incomplete Contract Form specifies precisely what work needs to be completed and clearly designates the time limit as well as the student's progress up to the point of the Incomplete. Thus it dispels confusion and provides material as a basis for arbitrating students' problems and complaints.**

The process listed below should be followed when a grade of INC is contemplated:

1. An instructor may give an INC in accordance with the above policy, only after consultation with the student.
2. If a conference does not take place, an "F" should be given. Should the student contact the instructor within a year, they may negotiate an INC Contract and the "F" may be changed to an INC. The deadline must still not exceed one year from the end of the semester in which the "F" was given. When the outstanding work is completed, the new grade replaces the INC and at that point the transcript will show neither the "F" nor the INC.

3. The new grade must be submitted to the Registrar's Office by the grading deadline of the semester a year after the Incomplete was given; i.e., by the end of the Fall 2005 semester for Fall 2004 Incompletes. The grade for any course not completed by the deadline will be converted to the grade of "IF", and the student will not be allowed to complete the course. Students may replace the "IF" in their cumulative average by observing the course repetition policy, as stated in the Undergraduate Catalog, Schedule books, and restated below:

- A student may repeat any course regardless of the grade earned in the course.
- A course may be repeated only once.
- A student may choose to exercise the option of repeating four courses in his/her undergraduate career.
- Both grades for the course will appear on the student's transcript, but only the *second* grade will be counted towards the GPA.
- Courses offered in sequence cannot be repeated out of sequence.
- A student should check with his/her advisor before repeating a course, and fill out a Course Repeat Card in the One Stop (CC-UL) after repeating the course.

**4. Only rare and exceptional circumstances should persuade the instructor to accept coursework after one year. In this case, s/he must submit the change-of-grade form, accompanied by a detailed explanation of the circumstances, to the appropriate collegiate entity (see below) instead of to the Registrar's Office. Please communicate the maximum limit of one year when you agree to give a student an Incomplete.**

**For CLA/CSM:** submit to Standards & Credits Committee, Office of Undergraduate Education, CC-2-2100.

**For CM:** submit to the Undergraduate Program Office.

**For CNHS:** submit to the Associate Dean.

Thank you for your cooperation in this matter. If you have any questions or need more information, please contact the Office of Undergraduate Education at 287-6330.

**To summarize (policies adopted by the Standards & Credits Committee of CLA/CSM and under review by CM and CNHS):**

1. All Incompletes must be accompanied by a triplicate Incomplete Contract Form.
2. Grade changes will not be accepted past one year except in unusual circumstances that must be addressed in detail on the grade change form.
3. Absolutely no grade changes will be accepted after three years.