Memorandum

To: Full and Adjunct Faculty
From: Christopher Worthman, Associate Dean
Date: October 27, 2008
Re: Policy on Incompletes

As we come close to the end of the quarter, let me remind you about the policy on incompletes.

An incomplete is a temporary grade indicating that the student has a satisfactory record in work completed, but for unusual or unforeseeable circumstances not encountered by other students in the class and acceptable to the instructor, is prevented from completing the course requirements by the end of the term. An incomplete grade may not be assigned unless the student has formally requested it from the instructor in writing, and the instructor has given his or her permission for the student's receiving an incomplete grade.

Attached is the Report on Grade of Incomplete form that all instructors need to use when assigning IN as a grade. Please be sure to obtain the student's signature at such time as you grant permission for the incomplete grade. If this is not possible, you must include a written rationale in the space provided on the form indicating that the student has directly spoken with you and that he/she understands the conditions for receiving the grade of incomplete and the nature of the work that needs to be completed. I am also requesting that you attach a copy of your course syllabus to the form when you hand it in. The form should be turned into the Associate Dean at the end of the quarter. **No Report on Grade of Incomplete forms will be accepted after December 3, 2008.** The original is put in the student's file, and a copy stays with the Associate Dean.

All grades of incomplete must be made up by the end of the second quarter following the term in which the incomplete grade was assigned. Otherwise, the incomplete grade will automatically convert to an “F” grade. This policy applies to both undergraduate and graduate students. Please make sure this University Policy is communicated in writing to any student whom you agree to grant an IN grade.

If you have any questions, please contact me at extension 54690. Thank you.